



Senior Business and Data Analyst

Enterprise Governance and Partnerships

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Business Intelligence Analyst (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Enterprise Governance and Partnerships Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

The Division's Business Intelligence team has responsibility for the Department's data strategy. This includes the continuous improvement of data displays for senior leadership to support understanding of performance, and data analysis to inform decision making related to the delivery of the Department's strategic intent and high-performing operations.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Scope, design, build and implement data-related products, including dashboards, datasets and reports, in line with the product lifecycle.
- Establish and maintain procedural frameworks to assure data governance, security and use.
- Undertake end-to-end data management, including sourcing, transforming, validating and modelling.
- Under the direction of the Manager, Business Intelligence, undertake complex data analysis to produce business intelligence that supports the functions of the Department.
- Prepare reports, briefing notes and other documentation to inform the strategic decision-making process within the Department.
- Identify opportunities for continuous improvement to automate and optimise data collection processes.
- Work with business areas to document, map and reengineer data-collection processes that support the development and use of products that embed evidence-based decision-making practices.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.

Selection criteria

1. Demonstrated highly developed skills and experience in business analysis and/or the development of data products.
2. Demonstrated highly developed technical understanding of data management concepts and practices.
3. Demonstrated highly developed interpersonal and verbal communication skills, including ability to manage stakeholder relationships and undertake high-level consultation and negotiation to generate advice, presentations and user documentation.
4. Demonstrated ability to work in a team and positively contribute to an effective and collaborative working environment.
5. Demonstrated highly developed project management skills and ability to manage time and resources to meet performance and quality expectations.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 3 June 2025
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