



Senior Data Development and Training Analyst

Region / Portfolio:

State Intelligence and Command

Position Description Number:

227179

Directorate / Command / District / Division:

Data Science and Analytics

Level:

Level 6

Business/Work area:

Data Development and Training Unit

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

This position may be exposed to sensitive or disturbing content.

Position Objective

Leads the design, development and implementation of data literacy programs across the agency, including training, adoption strategies, and readiness programs, communication and engagement to facilitate agency-wide data capability uplift. Works across a variety of different business areas to support delivery of operational and tactical outcomes of the Western Australia Police Force, in particular utilising data capabilities to help the WA Police Force solve crime faster and keep the community safe.

Role of Work Unit

The Data Development and Training Unit is responsible for agency-wide strategy, delivering transformation and uplift programs to ensure the agency remains at the forefront with the use of data and data capabilities. The unit will strengthen officers and staff in data literacy and the use of data-driven tools and capabilities to maximise operational outcomes and gain deeper insights into their business. This includes oversight, management, and delivery of training programs, adoption strategies, and readiness initiatives, along with communication and engagement activities that support effective delivery, ongoing performance governance, and reporting. The unit also provides insights to identify capability gaps and inform targeted development, enabling staff and stakeholders to effectively apply data in decision-making, service delivery, and policy development.

Reporting Relationships

This position reports to:

- Assistent Director, Level 8

Direct reports to this position include:

- Data Capability and Training Analyst, TBC, x 2

Total number of positions under control: 2

Position Title: Senior Data Development and Training Analyst	Level: Level 6	Position Number: 227179
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Key Accountabilities

1 Data Development and Uplift and Management (40%)

- 1.1 Manages the activities of subordinate staff, ensures compliance with policies and procedures and monitors their performance, workload, welfare and morale.
- 1.2 Leads the design and enhancement of learning pathways tailored to different roles and data maturity levels.
- 1.3 Leads the development and management of training materials, user guides, and knowledge resources.
- 1.4 Incorporates emerging trends in data analytics, AI, and digital transformation into capability programs.
- 1.5 Contributes to the Data Development and Training Unit's strategy development, planning and execution and ensures alignment with division, portfolio and agency strategic direction.

2 Training and Delivery (30%)

- 2.1 Drives the planning, coordination, and delivery of training programs, workshops, and e-learning modules on data literacy, analytics tools, and governance.
- 2.2 Drives the strategic management of training outcomes, ensuring continuous improvement and measurable performance enhancements across the organisation.
- 2.3 Provides expert advice to promote data-informed decision making.
- 2.4 Prepares documentation and reports (e.g., business requirements, feasibility study, business case, memorandum of understanding, and evaluation reporting), briefing papers, decision sheets and materials for presentation.
- 2.5 Ensures all training activities comply with agency policies, information security standards, and the public sector Code of Conduct.

3 Stakeholder Engagement and Communication (25%)

- 3.1 Establishes and maintains key stakeholder relationships with team members, internal stakeholders, and external partners through effective communication, negotiation, and issues management.
- 3.2 Engages with stakeholders to thoroughly understand their business functions, needs and service expectations to be able to provide advice and support on the efficient use of supported Data Science and Analytics data capabilities.
- 3.3 Evaluates program effectiveness, tracks capability uplift, and implements improvements based on feedback, ensuring alignment with agency priorities.
- 3.4 Leads the development of communication materials and success stories to drive engagement and cultural change.

4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

Position Title: Senior Data Development and Training Analyst	Level: Level 6	Position Number: 227179
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Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Training and development experience	Leading training and development initiatives, preferably in a government or large organisational context.
Research, analytical and problem-solving skills	Undertaking complex research, gathering information and undertaking detailed analysis. Relating data/information from various stakeholders and systems to undertake analysis in order to support decision making. Being proactive in identifying trends, patterns, issues and causative factors.
Communication skills	Liaising, consulting and negotiating with a range of stakeholders in a variety of contexts.
Planning and organisational skills	Prioritising work to meet deadlines. Working under pressure and achieving quality outcomes. Being self-motivated. Anticipating the needs of management.
Knowledge in the use of computers and software packages for data analysis	Using computers and software, e.g., Word, Excel, Power BI, to analyse, present and report data/statistical information in corporate documents and publications.
Management skills	Managing staff to deliver quality outcomes. Providing direction guidance and support. Setting strategies to achieve objectives.
Desirable	
Experience working within a business intelligence, data analysis environment or similar role within the public or private sectors	
Possession of, or progression towards, a relevant tertiary qualification	With a quantitative component such as an economic or mathematical major or similar.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

Position Title: Senior Data Development and Training Analyst	Level: Level 6	Position Number: 227179
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Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design and Analysis	Helen Mashiah	21/01/2026
Assistant Director Data Science and Analytics	Janelle Baily	21/01/2026