Data Development and Training Analyst

Region / Portfolio:	**Position Description Number:**
State Intelligence and Command	Generic 748
Directorate / Command / District / Division:	**Level:**
Data Science and Analytics	Level 5
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

Undertakes the design, delivery, and continuous improvement of data literacy programs across the agency. The position ensures that learning pathways, training resources, and engagement strategies are responsive to organisational needs, government standards, and emerging trends, ensuring the Western Australia Police Force remains a leader in delivering data driven insights in a policing environment.

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:
- Senior Data Capability and Training Analyst, TBC

Direct reports to this position include:
- Nil

Total number of positions under control: Nil

Key Accountabilities

1   Data Development and Uplift (35%)

1.1   Designs and maintains learning pathways tailored to different roles and data maturity levels.

1.2   Develops and updates training materials, user guides, and knowledge resources.

1.3   Incorporates emerging trends in data analytics, AI, and digital transformation into capability programs.

2   Training and Delivery (35%)

2.1   Plans and delivers training programs, workshops, and e-learning modules on data literacy, analytic tools, and governance.

2.2   Manages training data, participation and learning outcomes.

2.3   Provides expert advice and facilitates sessions to promote data-informed decision making.

3   Adoption, Engagement and Continuous Improvement (20%)

3.1   Supports agency-wide adoption of new data systems, tools, and practices.

3.2   Collaborates with WA Police Force personnel at all levels to identify training needs and tailor solutions.

3.3   Evaluates program effectiveness, tracks capability uplift, and implements improvements based on feedback.

3.4   Develops 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.

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.**
Research, conceptual, analytical and critical thinking skills	Synthesising problem solutions from structured and unstructured data, ideas, conversations and environmental scans. 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, patters, issues and causative factors.
Communication skills	Writing reports and general correspondence. Presenting information. Delivering training sessions. Negotiating, liaising and advising effectively with personnel at all levels including senior officers in the public/private sector and members of the community. Building professional working relationships. Working collaboratively with other team members.
Planning and organisational skills	Prioritising work to meet deadlines. Working under pressure and achieving quality outcomes. Being self-motivated. Anticipating the needs of senior staff.
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.

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 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.**

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

Position Title:	Level:	Position Number:
Data Development and Training Analyst	Level 5	Generic 748

Page **4** of **4**