



Position Description

Position Title:	Assistant Director Business Data and Intelligence	Classification Level:	8
Position Number:	31818	Reports to:	Director Inform and Improve L9
Directorate:	Service and Invest	Supervises:	3 FTE
Branch/Section:	Inform and Improve	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Assistant Director Business Data & Intelligence is responsible for leading the department's data analysis and business intelligence functions to support evidence-based decision-making and continuous improvement. The role oversees the development of high-quality reports, dashboards and data models that provide clear insights into business performance, emerging trends and opportunities for improvement across the department and the wider sector. It provides specialist advice on contemporary data analysis practices, business intelligence methodologies, data governance and integrity, and the application of advanced analytics. The role also builds capability within the team through cross-skilling and maintaining awareness of evolving technologies, ensuring the delivery of a comprehensive and reliable data reporting service.

Responsibilities

- Lead the engagement with senior executives and business areas to identify priorities, translate operational needs into analytics initiatives and ensure data-driven insights inform policy, service delivery and decision-making.
- Provide oversight and assurance of analytics products and reporting, ensuring outputs are accurate, by modelling best practice in data quality, data transformation, data warehousing architecture and emerging business intelligence technologies.
- Lead and develop a high-performing Business Data and Intelligence team, fostering a culture of collaboration, continuous improvement and capability uplift to deliver high-quality, customer-focused services.
- Provide strategic leadership in the development and application of data management, integration and analytical techniques to deliver high-quality reporting solutions that support informed decision making.



- Lead the design and production of standard data views, complex data models and advanced analytical outputs that communicate performance, highlight trends and identify opportunities for improvement.
- Lead research to examine new and innovative ways of delivering and visualising data (including linked data) and information to customers.
- Responsible for the quality, timely, effective and efficient delivery of the reporting and analytical services to all internal and external customers.
- Develop, maintain and strengthen effective networks and partnerships with key stakeholders in government, industry and the community to achieve objectives and outcomes.
- Champion the principles and tools of effective business intelligence to internal and external customers and stakeholders to raise collective understandings and promote business intelligence value.
- Provide the Executive Leadership Group with briefings and advice to influence and guide contemporary business intelligence strategy and implementation.
- Represent the Department on boards and committees.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Leaders.
- Perform other duties as required.

Essential Requirements

- Extensive conceptual, analytical and strategic problem-solving skills with the ability to lead the development and management of strategies.
- Extensive experience in engaging stakeholders, building strong and trusted relationships and fostering a positive and collaborative working environment.
- Demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.
- Demonstrated ability to set clear plans and timelines, build capable teams and monitor progress to identify and manage risks affecting outcomes.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Possession of, or progression towards, a relevant tertiary qualification.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Leaders** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.



- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: L. Oversby, HR Consultant, February 2026

Classification Evaluation Date: November 2020