



Senior Business Intelligence Analyst

Infrastructure Delivery and Maintenance

Position number	00048309
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Manager – Maintenance and Program Delivery (Level 8)
Direct reports	Nil

Context

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment) which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, delivering capital works programs, maintenance and minor works programs and provision of facilities related services.

The Infrastructure Delivery and Maintenance directorate plays a critical role in supporting education by ensuring that all staff and students have access to safe, functional, and comfortable learning environments. This is achieved through a comprehensive program of targeted maintenance, minor works, and capital improvement initiatives, as well as the annual delivery of transportable building installations.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

As part of this directorate, the Senior Business Intelligence Analyst will focus on the Departments infrastructure maintenance activity and provide essential insights by collecting, analysing, and interpreting data to optimise resource allocation, monitor performance, and support evidence-based decision-making. By leveraging data-driven strategies, the role contributes to improving operational efficiency, forecasting future infrastructure needs, and ensuring compliance with safety and quality standards across all projects.

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

Key responsibilities

- Co-ordinate and undertake data analysis and research in relation to infrastructure maintenance and minor works.
- Design, coordinate and develop high-quality and timely reports and insights.
- Identify issues, trends, data-driven insights and draw meaningful conclusions and potential solutions to drive evidence-based decision making and improve organisational performance.
- Undertake high level research and analysis of maintenance and minor works data and identify key trends and issues concerning the Department of Education.
- Co-ordinate and undertake the analysis of maintenance data to improve/enhance Department of Education business intelligence and organisational performance.
- Research and keep abreast of industry standards, benchmarks and trends to evaluate Departmental performance and support the delivery of leading business practices.
- Lead and coordinate the design, development and construction of reports and dashboards.
- Apply highly advanced computer skills and experience in various system applications including interrogating and manipulating large datasets.
- Undertake high level data analysis, forecasting and scenario analysis pertaining to maintenance and minor works data.
- Contribute to recommendations that inform the decision-making in relation to Business Intelligence.
- Research and prepare presentations, Briefing Notes, responses to Parliamentary Questions, Ministerials and other correspondence.
- Co-ordinate and/or participate in project teams at various levels, using applied project management principles and processes.
- Prepare project plans, briefings, and reports as required.
- Develop and maintain partnerships and networks relevant to the areas of responsibility.
- Present trends, insights and analysis to various audiences, including senior staff.
- Contribute to continuous improvement in the reporting and dissemination of Business Intelligence information to internal and external key stakeholders.
- Train staff on how to use business and performance reporting outputs.
- Contribute to the continuous improvement of branch procedures and work practices.
- Support and/or mentor staff as appropriate to develop analytical and research capacity.
- Collaborate within the team to maximise work outputs and to identify and address skill and knowledge development needs.
- Perform other duties as required.

Selection criteria

1. Demonstrated substantial experience in the analysis of data in a variety of contexts using applicable software packages suitable for complex data analysis.
2. Demonstrated substantial experience in the reporting of data from complex information systems/sources using advanced modelling and design skills, including analysis technologies and methodologies within a Microsoft environment.
3. Demonstrated highly developed conceptual, analytical and strategic problem solving skills and experience.
4. Demonstrated substantial experience communicating insights and analysis to a range of stakeholders and using relevant software applications to support presentations and written reports.
5. Demonstrated highly developed interpersonal skills with the ability to negotiate, liaise and consult with a range of stakeholders in various contexts.

6. Demonstrated substantial experience in project management, including planning, monitoring and evaluation.

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 15 May 2026

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