

# Job Description Form (JDF)

## Position details

Position title:	Regional Data Management Officer
Position number:	70260032
Classification:	Level 5
Physical location:	Mandurah
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Development and Investment
Branch:	Peel Development Office

## Reporting relationships

Reports to:	Regional Data Manager (70240226), Level 6
	<b>This position</b>
Direct reports:	Nil

## Role summary

DPIRD provides Regional Development Commissions (Commissions) with access to the staff and resources to support the Chief Executive Officer's (CEO's) in the fulfilment of their statutory functions and obligations under the Regional Development Commissions Act 1993. DPIRD works in partnership with the nine Commissions to promote regional aspirations, inform government policy and planning and to deliver regional development initiatives and investment into the regions. This position undertakes regional data operations to support WA Regional Development Alliance (WARDA) led projects, under direction from the WARDA Chair, currently the Mid-West Development Commission's CEO.

## About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

## Regional Data Management

- Undertakes and provides advice on complex research, economic and social data to support the development and implementation of WARDA's regional development strategies, plans and policies.
- Prepares and coordinates data reports, submissions, briefings, correspondence and advice on specific data issues related to community and economic development.
- Develops, coordinates, maintains and provides information and data for specific industries and/or projects, including monitoring and advising on emerging issues and trends impacting the regions.
- Develops, coordinates and maintains databases of specific regional information using a range of software to support WARDA objectives.
- Participates in data-related strategic regional planning, regional development policy and project development and implementation as required by WARDA Chair.
- Manages the data collection tools, user agreements and advises on data related confidentiality matters.
- Identifies ongoing potential improvements to data collection methods and tools available.

## Stakeholder Engagement

- Coordinates the Regional Data Group consisting of representatives from the nine Regional Development Commissions (RDCs) and DPIRD, to engage jointly in the preparation of an RDC wide approach to data collection for the purpose of economic development of the regions.
- Proactively builds and maintains strategic partnerships and communication networks with internal and external stakeholders to ensure that regional data issues and projects are dealt with in a coordinated and integrated manner.
- Supports WARDA at industry forums, committees and working groups as required.
- Supports government agencies to facilitate new investment in the regions through specific data collection, analysis and presentation.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required

## Work related requirements

In the context of the role:

### Essential criteria

#### Role specific

1. Demonstrated experience in the collection, analysis and presentation of bespoke complex economic and social data from a diverse range of sources, including the ability to create and maintain databases with proficiency in database management software and data programming software.

## Core capabilities

2. *Build effective relationships*: Well-developed communication skills, both verbal and written, including the ability to consult advice and convey information to clients and stakeholders in order to achieve strategic outcomes
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically*: Well developed conceptual, analytical and problem-solving skills with the ability to relate and compare data from different sources, identifying issues, securing relevant information and identifying relationships.
5. *Deliver in a changing environment*: Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines and is responsive to changes in requirements.
6. *Lead and empower others*: Demonstrated ability to work autonomously, collaboratively and productively as a member of a team contributing to the achievement of team goals.

## Desirable criteria

1. Experience working in regional Australia and broad understanding and ability to contextualise past and current social, economic and political issues impacting on WARDA's objectives.

## Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

## Certification

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

## Delegated authority

Position title: Deputy Director General, Industry and Economic Development  
Endorsement Date: 19 March 2026