



Senior Data Analyst

Infrastructure Governance and Reporting

Position number	00048156
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Data Analyst, Infrastructure Governance and Reporting (Level 7)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

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.

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, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Governance and Reporting branch is responsible for the financial management reporting functions and governance across the division. The branch is responsible for the financial operations of the Infrastructure division including statutory and external financial reporting requirements, liaison with internal and external stakeholders on all matters relating to Infrastructure finance, ensuring management accounting and budgeting requirements are met and preparing accounts for payment against capital and recurrent budgets.

The branch also manages reporting on whole-of-asset investment programs and whole-of-Government priorities including Waterwise, Climate, Royalties for Regions.

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

Key responsibilities

- Coordinate and undertake data analysis and research in relation to the Department's Asset Investment Program (AIP) and capital works programs, including transportables and building condition assessments as well as 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.
- Coordinate and undertake the analysis of data to improve/enhance recording, reporting and organisational performance.
- Research and keep abreast of industry standards, benchmarks and trends to evaluate Departmental performance and support the delivery of leading governance and reporting 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, research and scenario analysis pertaining to the AIP and capital works programs, including transportables and building condition assessments as well as maintenance and minor works.
- Contribute to recommendations that inform the decision-making in relation to the AIP and capital works programs, including transportables and building condition assessments as well as maintenance and minor works.
- Research and prepare presentations, briefing notes, responses to Parliamentary Questions, Ministerials and other correspondence.
- Coordinate and/or participate in project teams at various levels, using applied project management principles and processes.
- Prepare project plans and related 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 the AIP and capital works programs, including transportables and building condition assessments as well as maintenance and minor works, to internal and external key stakeholders.
- Train staff on how to generate 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
- obtain or hold a current Working with Children Check
- 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 6 March 2026
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