



Principal Financial Data Analyst

Infrastructure Governance and Reporting

Position number	00048184
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Infrastructure Governance and Reporting (Level 8)
Direct reports	Senior Data Analyst (Level 6)

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, ensure management accounting and budgeting requirements are met and prepare 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

Specialist Services

- Lead and coordinate work on systems to manage and track the Department's Asset Investment Program (AIP) and capital works programs including transportables and building condition assessments as well as maintenance and minor works.
- Consolidate financial data from various sources and prepare and deliver accurate, high quality and timely financial reports and insights to internal and external stakeholders.
- Perform specialist business intelligence, analytics and reporting services for the Governance and Reporting branch including self-service enablement and data literacy support.
- Undertake data analysis, estimation and complex financial modelling relating to Department initiatives, as required.
- Responsible for planning and implementing data priorities, developing a plan to bring together critical data sets and external data sources to support infrastructure decision making and service delivery to schools.
- Develop, manage and supervise delegation of work to automate data collection, integration and reporting and coordinating with the Infrastructure Reform team for software development.
- Maintain a strong awareness of existing and developing data sources, information systems and reporting requirements across the Infrastructure division and anticipate emerging requirements.
- Engage and negotiate with subject matter experts and other stakeholders on project deliverables for business solutions and the timely resolution of issues.
- Provide authoritative advice and guidance on the Department's AIP and capital works projects including transportables and building condition assessments as well as maintenance and minor works in collaboration with relevant subject matter experts and other stakeholders to ensure consistent definitions, quality checks and compliance, taking into consideration emerging contemporary data requirements.
- Develop, implement and review procedures, policies, guidelines and standards to inform and contribute to strategic planning and support financial governance and financial management of capital works programs, ensuring compliance with Australian Accounting Standards and Western Australia Treasury requirements.
- Provide data to senior management, Corporate Executive, Treasury and Cabinet to inform reporting, ensuring the Department meets compliance and reporting requirements.
- Evaluate and make suggestions to enhance financial processes and systems to streamline operations, improve efficiency, and enhance transparency.

Customer and Stakeholder Management and Liaison

- Lead and coordinate stakeholder groups to deliver strategies for the development, standardisation, administration and integration of quality data collection.
- Engage with industry experts and relevant stakeholders across the Department, sector, and other jurisdictions to implement contemporary and innovative asset management solutions and strategies.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Management and Branch Support

- Assist in preparation of budget submissions for the Infrastructure division.
- Provide support to the Manager, Infrastructure Governance and Reporting in responding to ministerial and parliamentary questions.
- Contribute to the management of the Governance and Reporting branch.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals, and facilitate accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the branch.
- Represent the branch, as required, on committees and working parties.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated extensive experience developing, coordinating, and maintaining large scale data sets in a complex business environment, including the ability to interpret and reconcile complex data sets within established financial management and legislative frameworks.
2. Demonstrated experience in planning, setting up and managing systems and data integration that connect and integrate data for better business reporting and analytics.
3. Demonstrated highly developed verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at all levels and communicate complex information in a clear and compelling manner for the target audience.
4. Demonstrated highly developed conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
5. Demonstrated ability to work independently and collaboratively with a team to achieve results.

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 24 April 2026
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