



# Data Capability & Insights Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

State Intelligence and Command

**Position Description Number:**

227405

**Directorate / Command / District / Division:**

Data Science and Analytics

**Level:**

Level 7

**Business/Work area:**

Data Capability and Insights

**Employment Conditions**

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Shift work: As per relevant industrial agreement

Location: Perth

**This position is exposed to sensitive or disturbing content.**

**Position Objective**

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Leads and manages the Data Capability and Insights (DCI) team to ensure effective and innovative use of data capabilities within the Western Australia Police Force. Leads and drives the technical delivery of data capabilities within the Data Science and Analytics (DSA) Division. Provides expert advice on current and cutting-edge data capabilities to ensure stakeholders gain quick meaningful insights for our data. Manages dynamic and challenging priorities to positively impact the agency's engagement with the division and contribute to the WA Police Force strategic plan and ensures the agency remains a leader in delivering data driven insights in a policing environment.

**Role of Work Unit**

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DCI is responsible for the design, development and management of data capabilities and insights that support strategic, operational and tactical outcomes for the WA Police Force. DCI works closely with other areas within the DSA Division to enhance current data related capabilities and tools, such as the agency's graph analytics platform, as well as developing new and innovative solutions which use data and information to enhance intelligence capabilities, provide the ability to solve crime faster and contribute to community and officer safety. DCI use the latest technologies to ensure that DSA and the WA Police Force remain at the forefront of emerging data capabilities.

**Reporting Relationships**

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This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Level 6 x 4 - TBD
- Level 5 x 2 - TBD
- Level 4 x 1 - TBD

Total number of positions under control: 7

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## Key Accountabilities

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### 1 Technical Leadership and Capability (35%)

- 1.1 Leads and provides subject matter expertise in relation to the development, review and implementation of new data capabilities and tools to deliver timely meaningful insights and meet operational and tactical needs.
- 1.2 Drives change by setting the strategic priorities of DCI and leads the delivery of data capability activities to ensure those priorities are achieved.
- 1.3 Ensures thorough governance processes, that the design, analysis, and implementation of data capabilities are fit for purpose to enable the efficient and effective use of data resources to meet the agency's needs for operational needs.
- 1.4 Reviews work practices and develops and implements change programmes to ensure quality assurance and continuous improvements in practices throughout the unit.
- 1.5 Researches, analyses and evaluates procedures, policies and business information issues and local, national and international data capability developments and trends.
- 1.6 Prepares business cases which define potential benefits and options for achieving benefits through development of new or changed processes and associated business risks.
- 1.7 Ensures the ethical use of data capabilities within the agency and maintains open and transparent data science practices.
- 1.8 Promotes and oversees knowledge management and identifies and recommends improvements.

### 2 Leadership and Management (35%)

- 2.1 Leads DCI through communicating a clear vision of the unit's role in the agency and how each team member contributes to the agency's mission.
- 2.2 Ensures a collegiate culture focused on delivery, excellence and mutual support in DCI.
- 2.3 Develops DCI business plans and works collaboratively with the DSA management team to develop the division's operational business plan.
- 2.4 Prepares work plans that align operational activities and priorities to the agency's strategic direction.
- 2.5 Provides advice and reports that contribute to the overall management of the division.
- 2.6 Manages resources (including human) at an executive level in a manner that maximises efficiency, effectiveness and responsiveness and encourages staff to engage in development opportunities by identifying knowledge gaps and determining appropriate development activities.
- 2.7 Develops DCI business plans to manage and implement projects and other deliverables.
- 2.8 Constructs project plans that have clear and appropriate goals, timeframes, and budgets; anticipates change and builds contingencies into plans.
- 2.9 Provides oversight and proactive support of staff who may or do have exposure to sensitive or potentially disturbing material, as part of their role.

### 3 Stakeholder Management (25%)

- 3.1 Establishes, develops and maintains collaborative and collegial working relationships and partnerships with key stakeholders to promote problem solving and teamwork that enable continuous improvement across the agency.
- 3.2 Ensures data capability and insights services to portfolios and executives are provided within deadlines and to a high quality.
- 3.3 Negotiates, consults, liaises and influences with personnel at all levels in relation to data capabilities, initiatives and outcomes and provides authoritative advice and guidance on data capability matters.
- 3.4 Prepares policy, briefings, reports and recommendations involving significant and/or complex issues for senior WA Police Force personnel.

### 4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

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It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

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### Essential

### Context in which work related requirements will be applied and or general standard expected.

Experience in delivery of data capability

Leading, directing, guiding and providing subject matter expertise in relation to the development, review and implementation in data capability development initiatives in a large organisational context, preferably in a government organisation.

Leadership and management skills

Leading, directing and managing the delivery of services in line with the strategic direction. Providing clear and purposeful leadership and management to team members and other unit managers including planning, prioritising, making decisions, meeting deadlines and coordinating resources in a changing and dynamic environment. Managing resources (including human) and ensuring staff development and team building is addressed.

Conceptual and critical thinking skills

Developing solutions to highly complex problems requiring a strong understanding of data capabilities.

Organisational skills

Deploying resources to address high priority work while ensuring longer term goals and productivity improvements are not compromised. Sequencing work packages to maximise productivity. Negotiating with clients internally and externally at all levels about delivery of their information products in context with multiple requests.

Communication and interpersonal skills

Establishing, developing and maintaining relationships and partnerships with key internal and external stakeholders at all levels. Presenting complex issues effectively and negotiating and influencing outcomes. Representing a large organisation on committees, working groups and within a team. Coordinating and preparing reports and recommendations involving significant research on complex issues. Preparing policy, briefings, reports and guidelines for senior personnel.

### Desirable

Possession of a tertiary qualification with a quantitative major

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

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## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design and Analysis	Helen Mashiah	06/02/2026
Assistant Director Data Science and Analytics	Janelle Baily	25/02/2026