



# Job Description Form

## 013309 Performance Analyst

### Business Intelligence and Reporting

#### Position details

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Classification Level: 5

Award/Agreement: PSA 1992 / Public Service CSA Agreement 2019  
(and relevant agreement/s)

Position Status: Permanent

Organisation Unit: Strategic Reform, Business Intelligence and Reporting

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 013278 Principal Performance Officer - Level 7

**This position: 013309 Performance Analyst - Level 5**

Direct reports: NIL

#### Overview of the position

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The Strategic Reform Division identifies and analyses emerging justice trends and develops responsive, innovative, practical policy and programs that deliver desired outcomes for our diverse stakeholders. A key function of the Division is to build and manage productive and effective relationships and partnerships that engage with its key stakeholders.

The Performance Analyst provides assistance in completing moderately complex research and analysis of data aligned with corporate and divisional performance, and contributes to discussions with departmental staff and business areas on outcomes. The incumbent assists the Principal Performance Officer by ensuring that data presented is correctly interpreted to inform planning, governance and strategy. The role analyses and reports on identified trends and issues, and undertaking statistical projects to meet strategic information needs, in accordance with departmental and statutory reporting requirements.

The role actively contributes to discussion around emerging issues and trends, and acts as a positive change agent in driving continuous improvement in a multi-disciplinary environment of reform.

## **Job description**

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As part of the Business Intelligence and Reporting team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- Contributes to discussion with Departmental staff in relation to the design and implementation of performance frameworks, aligned to measuring appropriate performance effectiveness (indicators).
- Assists with the extraction and interpretation of performance data for use by internal and external stakeholders. Works in collaboration with the Principal Performance Officer, to assist stakeholder business areas in developing measures to understand their efficiency and effectiveness. Responds proactively and positively to requests for ad-hoc information or reports.
- Provides a consultancy and advisory service to Departmental staff on the development of performance measures, including methodology around the extraction and interpretation of data, understanding the interrelationships between inputs, services, outcomes and objectives.
- As required, prepares reports, memos, briefing notes and other documentation incorporating Departmental statistics to inform the strategic decision making process within the Division and across the agency. Represents the Business Intelligence and Reporting Branch on internal or external committees, working parties and workshops as required.
- Supports the operations of the Business Intelligence and Reporting Branch by actively contributing to discussion around emerging issues and trends, and acts as a positive change agent, promoting continuous improvement in a multi-disciplinary environment of reform.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

## **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

## **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

## **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

## **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

## **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

## Role Specific Criteria

- Knowledge of contemporary performance framework principles and practices and ability to interpret performance data and discuss results within a performance framework. Performance may include strategic and corporate planning; business performance; financial and people performance; and those related to offender management.
- Ability to analyse and interpret a range of statistics sourced from a variety of collection points and produce reports that support and inform good business decisions.

## Special requirements/equipment

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Nil

## Certification

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

Executive Director

Signature: \_\_\_\_\_ Date: 20 Nov 2020

HR certification date: 1st December 2020