



Job Description Form

013310 – Assistant Performance Officer

Business Intelligence and Reporting

Position details

Classification Level: 4

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Western Australian Office of Crime Statistics and Research

Physical Location: Perth CBD

Reporting relationships

Responsible to: 013278 Principal Performance Officer – Level 7

This position: 013310 Assistant Performance Officer – Level 4

Direct reports: NIL

Overview of the position

The Western Australian Office of Crime Statistics and Research (WACSAR) is responsible for researching and analysing crime and criminal justice issues and trends in Western Australia. The Office interprets and critically evaluates justice data to inform policy and government decision-making and policy development. The Office also works in partnership with other relevant agencies and stakeholders to independently evaluate criminal justice policies, programs and initiatives. WACSAR routinely makes criminal justice statistics and other information available to the public via its website.

The Assistant Performance Officer provides assistance in:

- Undertaking routine research and analysis of data aligned with corporate and divisional performance and contributing to discussions with departmental staff and business areas on outcomes.
- Ensuring that data and reports are accurate and timely, as they may assist business areas to inform decisions around planning, governance and strategy.
- Remaining up to date with identified trends and issues, and undertaking statistical projects to meet strategic information needs, as directed.
- Acting as a positive role model operating in a complex multi-disciplinary environment.

Job description

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

- Contributes to discussion with Departmental staff in relation to the design and implementation of performance frameworks, aligned to measuring appropriate performance effectiveness and efficiency (indicators).
- Undertakes the extraction, analysis and interpretation of performance data for use by internal and external stakeholders. Works in collaboration with the Principal Performance Officer, across the Department to assist business areas to develop measures to understand their efficiency and effectiveness. Responds proactively and positively to requests for ad-hoc information or reports.
- Provides routine advice to Departmental staff on performance reporting methodology and principles and understanding the interrelationships between inputs, services, outcomes and objectives.
- Develops reports, memos, briefing notes and other documents incorporating the Department's 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.
- Positively embraces coaching and mentoring opportunities to further develop and enhance capabilities.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

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

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they relate to work activities, understand the work environment and identify issues that may impact on achievement of objectives, contribute to team planning, draw on information from a range of sources and use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

The ability to; adhere to the Code of Conduct in all interactions and behave in an honest, professional and ethical way, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for completion of work, while taking initiative to progress work and to seek guidance from colleagues and supervisor when uncertain, maintain effective performance in challenging situations, seek self-development opportunities and be willing to learn new approaches and acquire new capabilities and skills.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Demonstrated knowledge of contemporary performance framework principles and practices and ability to interpret data and propose results. Performance may include strategic and corporate performance; business performance; financial and people performance; and those related to offender management.

- Demonstrated ability to apply performance framework methodologies and produce reports that support and inform good business decisions.

Special requirements/equipment

Nil

Certification

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

Executive Director

Signature: _____ Date: 8 Nov 2021

HR certification date: Nov 2021