



Title	Performance Analyst	Classification	Level 6
Number	946499	Group	Corporate Support
Reports to	Employee Benefits and Remuneration Manager	Division	People and Culture
Supervises	0	Branch	

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The People and Culture business unit is dedicated to shaping a modern, inclusive, and high-performing workforce that aligns with organisational goals and values. It oversees the full spectrum of workforce functions, including strategic workforce planning, skills and capability development, talent acquisition and retention, employee experience and diversity initiatives, payroll, industrial relations, and work health and safety. Through innovative practices and robust governance, the unit ensures compliance, fosters engagement, and delivers a compelling Employee Value Proposition that attracts and inspires talent across a diverse employment landscape.

Position Overview

The Performance Analyst provides high quality analytical, reporting and modelling support to the People and Culture division, working in close partnership with the Enterprise Data Office to ensure workforce analytics align with enterprise data standards, governance frameworks and strategic reporting requirements.

The role enables an integrated and evidence-based approach to workforce planning, people performance monitoring and organisational reporting by translating workforce and people data into meaningful insights that inform organisational planning, capability development and executive reporting.

Position Responsibilities



- Review and analyse workforce, people and organisational performance data, highlighting key issues, risks and trends to support informed decision making.
 - Partner with the Enterprise Data Office to align workforce analytics, reporting and data models with enterprise data governance frameworks, standards, definitions and platforms, ensuring consistency, integrity and reuse across the organisation.
 - Deliver complex people analytics, workforce reporting and modelling activities independently, exercising sound judgement and ensuring accuracy and quality of outputs.
 - Manage components of regular workforce planning and reporting cycles, including data collection, validation, consolidation and reconciliation.
 - Develop scenario analysis, sensitivity testing and “what if” models to support workforce planning, organisational design and business initiatives.
 - Test, refine and enhance workforce and people models to ensure reliability, accuracy and alignment with organisational standards.
 - Produce clear, accurate and timely dashboards, reports and performance commentary for executives, senior leaders and governance forums.
 - Translate complex people and workforce data into meaningful insights, visualisations and narratives tailored to diverse audiences.
 - Monitor workforce KPIs, metrics and benchmarks, ensure consistent application of agreed frameworks, definitions, methodologies and reporting frameworks.
 - Provide evidence based analytical advice, insights and recommendations to senior stakeholders to support workforce planning and people related decisions.
 - Ensure the integrity, completeness and quality of workforce and people data used for planning, reporting and analysis.
 - Maintain documentation, assumptions, data definitions and reporting protocols to support enterprise wide consistency.
 - Identify data quality issues, risks and control gaps, and contribute to resolution and continuous improvement initiatives.
 - Contribute to automation, digitisation and standardisation of people analytics and workforce reporting processes.
 - Support enhancements to HR systems, analytics tools, dashboards and reporting platforms through testing, feedback and design input.
 - Participate in initiatives that uplift workforce analytics capability, maturity and data literacy across the Insurance Commission.
 - Partner with People and Culture colleagues, Finance, and business stakeholders to validate assumptions, gather inputs and refine workforce insights.
 - Build and maintain productive relationships across the organisation to support alignment, collaboration and reliable workforce outcomes.
 - Contribute positively to the People and Culture team environment in line with the Insurance Commission’s values.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Work with a strong customer service focus and build effective partnerships with internal and external stakeholders.
 2. Analyse, interpret and synthesise workforce and people data to identify trends, risks and opportunities, and develop evidence based insights and recommendations to support decision making.
 3. Communicate complex workforce and people information clearly and effectively through high-quality written, verbal and presentation skills tailored to diverse audiences.
 4. Use digital tools, systems and analytics platforms with a high level of proficiency to deliver accurate reporting, support automation and drive continuous improvement.
 5. Work collaboratively and independently with sound judgement, attention to detail and effective prioritisation to deliver high-quality outcomes within agreed timeframes.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

13 April 2026