



Position Description

Position Title:	Business and Data Analyst	Classification Level:	5
Position Number:	Generic	Reports to:	Manager Business Data and Intelligence, L7
Directorate:	Service and Invest	Supervises:	Up to 1FTE
Branch/Section:	Inform and Improve / Business Data and Intelligence	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Business and Data Analyst conducts research and analysis, and delivers data, reporting and business intelligence solutions to support evidence-based decision making and improve organisational performance. The role operates primarily in a business-facing capacity, partnering with stakeholders to understand business needs, identify opportunities for improvement, and translate requirements into actionable insights. The Business and Data Analyst also contributes to data-related initiatives and solution delivery, working collaboratively with Data Engineers and Data Specialists to ensure data products and reporting solutions meet business objectives.

Responsibilities

- Engage with stakeholders to understand business needs, challenges and priorities, and translate these into technical specifications, data requirements, and actionable reporting and analytics solutions that support informed decision-making and business outcomes.
- Assist with data management processes and review existing business intelligence solutions to ensure they meet evolving business needs and updating specifications accordingly.
- Present reporting solutions, insights and complex data in a clear, structured and impactful manner, tailored to the needs of different audiences, to support evidence-based decision-making
- Contribute to a culture of innovation, continuous improvement, and customer-focused service delivery. Promote effective data management practices, including data governance, integrity, and standardisation.
- Responsible for ad hoc analysis, reporting and data extracts to support responses to business requests, Ministerials, Parliamentary Questions and ensure compliance to statutory reporting obligations.



- Demonstrate the values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated experience in business and data analysis, including requirements gathering, technical documentation, and stakeholder engagement
- Demonstrated good understanding of data management concepts, including data integrity, governance, and reporting processes, and experience in designing, developing, and maintaining business intelligence solutions.
- Demonstrated proficiency in SQL for data extraction, transformation, analysis and reporting and experience working with modern data platforms, data warehouse and BI tools such as Databricks and Power BI.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Experience working with modern data platforms and cloud-based analytics environments (e.g. Databricks and the Microsoft Azure data and analytics ecosystem).
- A tertiary qualification in business/data analysis or other relevant discipline.
- Some knowledge of government policies, issues and strategic directions.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100-point identification check and Criminal Records Screening clearance.

Certification

Verified by: M. Trbojevic, Human Resources Consultant, June 2026.

Classification Evaluation Date: March 2021