**Job Description Form**

**Senior Data & Reporting Officer**

**Position Details**

**Position Number:**  DHW02382

**Classification:**  Level 6

**Award / Agreement:**  PSGOCSAGA 2017

**Organisational Unit:** Aboriginal Housing Central

**Location:** East Perth

**Classification Evaluation Date:**

**JDF Review Date:** 22 November 2013

**Reporting Relationships**

**This position reports to:**

04003179, Strategic Business Manager Delivery, Level 7

**Positions Under Direct Supervision:**

This position has the following subordinate:

• 04004143, Data Analyst, Level 5

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible for providing input to planning processes for the Directorate’s projects and programs, including the collection, maintenance and analysis of data.

Developing performance indicators, processes and reports to meet the needs of the business.

Providing high level advice, support and expertise to the Manager and other senior staff on project and program performance, particularly in relation to planning, process, information management and reporting issues.

**Duties and Responsibilities**

**1. Data Analysis and Reporting**

1.1 Coordinates and prepares performance, statistical and progress reports to meet stakeholder and funding requirements in an accurate and timely manner.

1.2 Investigates and resolves issues, and manages risks, regarding information management and reporting, in conjunction with internal and external stakeholders.

1.3 Develops key performance indicators for projects and programs.

1.4 Analyses performance of the Directorate against project and program targets and priorities.

1.5 Highlights information trends to complement the business direction, including analysis of inter-departmental data.

1.6 Contributes to the development, implementation and maintenance of a performance management and reporting management framework for the business, State and Federal agreements.

1.7 Performs ad hoc reporting as directed by the Strategic Business Manager – Delivery and/or other senior staff.

**2. Information Management and Governance**

2.1 Directs data governance efforts and provides quality assurance of all program information to ensure accurate and complete data.

2.2 Designs and implements strategies relating to information management and reporting.

2.3 Develops and documents process flows of information, approvals and reporting, and ensures they support business direction.

2.4 Represents the Directorate and its stakeholders with respect to Departmental project/program management systems changes.

**3. Influencing and Managing Relationships**

3.1 Leads and manages staff toward effective delivery of information management and reporting.

3.2 Consults with key stakeholders regarding information management and reporting, ensuring that Directorate information needs are met.

3.3 Provides expert advice and guidance in relation to the use and interpretation of data, information, plans and reports, to promote decision-making and Departmental planning.

3.4 Establishes and maintains effective internal and external relationships with internal Divisions, external agencies, industry, community organisations, stakeholders and customers.

3.5 Represents the Directorate and Department at meetings and conferences.

**4. Other**

4.1 Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and manages staff in accordance with relevant standards, values and policies.

4.2 Undertakes other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Substantial experience in information management, and analysis and manipulation using various tools such as Excel, SQL, R and SAS.

2. Considerable performance management experience, with the demonstrated ability to develop and report on performance indicators.

3. Well developed communication and interpersonal skills including the ability to build and maintain effective relationships with a range of people in various contexts.

4. Conceptual, analytical and problem solving skills including the ability to provide solutions to complex issues.

5. Well developed planning and organising skills.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Qualification and/or equivalent experience in a relevant discipline.

2. Knowledge of Aboriginal housing issues.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.