



Job Description Form (JDF)

Position details

Position title:	Workforce Data Analyst
Position number:	70180249
Classification:	Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSGOCSAGA 2017
Pillar:	Capability and Performance
Directorate:	People and Culture
Branch:	HR Systems and Business Improvement

Reporting relationships

Reports to: Team Leader HR Systems and Reporting, Level 6

This position

Direct reports: Nil

Role summary

Collects and analyses data and metrics to develop reports and identify important workforce trends for organisation and government stakeholders, to inform the workforce planning processes, organisational decision making and to meet government reporting requirements. Assists the directorate to develop and prioritise workforce initiatives, identify risks and resource requirements by providing data and forecasting that will inform strategy and program development, implementation, and evaluation so as to best position the organisation to recruit, develop, and retain high performance workforce.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's

agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Strategic Leadership

- Prepares material for the People and Culture leadership team to inform workforce planning and the development and prioritisation of projects and initiatives in line with the Department's Workforce and Diversity Plan and the strategic goals of the Department.
- Undertakes Human Resource data analysis, identifies trends and risks, and provides information to assist with strategic decision making.
- Supports the evaluation of human resource management initiatives and programs by analysing performance data against planned outcomes.
- Provision of highly responsive reporting to ensure service standards are met within agreed timeframes.

Data Analysis and Reporting

- Analyses workforce demographics, attrition trends, etc and develops sophisticated metrics.
- Designs models and tools for workforce planning data and forecasts to facilitate recruitment, development and retention of a talented workforce.
- Provides senior leadership stakeholders with an ongoing data analysis, modelling and forecasting service and produces reports pertaining to the organisations workforce so as to inform workforce management and planning at corporate and operational levels.
- Coordinates, monitors, assesses and reports on the delivery and effectiveness of People and Culture initiatives and programs, and provides briefings, reports and advice to management in relation to outcomes against the Department's objectives.
- Establishes and maintains sound working relationships with stakeholders within People and Culture and across the organisation in order to facilitate timely and accurate data collection.
- Performs the HR reporting function, including provision of reports for internal and external stakeholders to meet statutory and whole of government requirements.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience and considerable knowledge in the use of human resource databases and systems to extract data and apply statistical methods to produce reports to inform strategic workforce decision making.

Core capabilities

1. Build effective relationships: Well-developed communication skills, both verbal and written, including the ability to consult, provide advice and convey information to stakeholders in order to achieve strategic outcomes.
2. Challenge for innovation: Keeps skills and knowledge up to date in relevant field of expertise, and leverages this to generate strategies and innovations that improve service delivery to the clients and stakeholders.
3. Think strategically: High level ability to relate and compare data from different sources, identifying issues, securing relevant information and identifying relationships.
4. Deliver in a changing environment: Plans, prioritises and organises work in line with organisational goals and project outcomes. Communicates the reasons for change to others and assist others to accept and engage with change.
5. Lead and empower others: Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals.

Desirable Criteria

1. Tertiary qualifications in a related field.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: 

Date: 19/10/2018

Position title: Managing Director, Capability and Performance