

## JOB DESCRIPTION FORM

### Manager Data Analytics and Reporting (PSC18081)

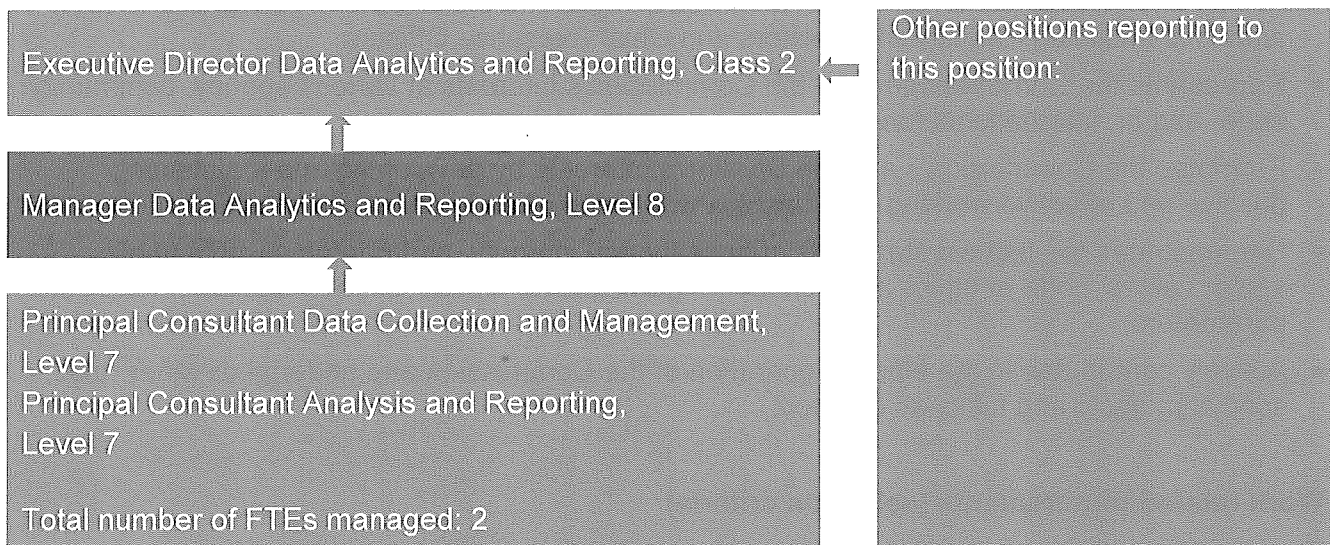
Division	Data Analytics and Reporting	Effective date	
Classification	Level 8	Agreement	PSGO CSA GA
Location	West Perth	ANZSCO code (HR)	262111

### Role of the position

The Manager Data Analytics and Reporting is responsible for:

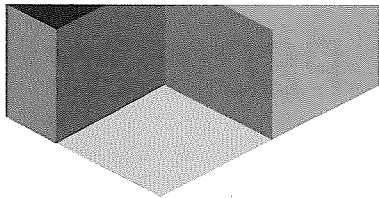
- contributing to the leadership, strategic direction and management of the Policy and Data Analytics Division as a member of the Division's leadership team
- leading and managing the Data Analytics and Reporting Branch in providing high quality, innovative and timely services to the WA public sector.

### Reporting relationship



### Responsibilities of the position

- Contributes, as a member of the leadership team, to the leadership, strategic direction and management of the Division.
- Leads and manages the Data Analytics and Reporting Branch in providing high quality, innovative, relevant and timely solutions, that improve the WA public sector and align with the Commission's strategic direction and business needs.
- Works in partnership with key stakeholders to drive outcomes, leads the development and deployment of innovative strategies and tools to support sector-wide data collection, analysis and reporting.
- Leads and manages the Commission's data collection, analysis and reporting functions including evaluation of data services to support strategic policy and planning, and builds data analytics capability across the Commission.

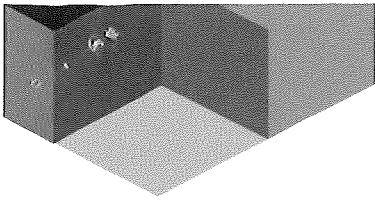


- Turns data into information and visualisations, critically analyses the information, understands its application, is able to communicate this information to various audiences and stakeholders.
- Produces high quality outputs by employing a practical understanding of data quality and fitness of purpose, assessed through the data sets' institutional environment, relevance, timeliness, accuracy, interpretability and accessibility.
- Harnesses diverse sources of quantitative and qualitative information and uses technology to produce fit for purpose solutions quickly, more effectively.
- Defines actionable and specific challenges that are important, uses human-centric practices to refine the problem, uses data analytical methods to quantify complex problems, identifies opportunities for improvement, and designs and implements measurable solutions leveraging existing and new information.
- Adopts an adaptable and flexible approach, and harnesses information and new ideas using highly developed conceptual, analytical, research and evaluative skills to support the Commission's statutory reporting requirements.
- Commits to continuous improvement, monitors, reviews and analyses emerging trends and critical issues relating to data collection and analytics across the WA public sector, other jurisdictions, and more broadly, and uses this environmental awareness to assist in the provision of high level advice and strategic recommendations to the Commission's Executive.
- Researches and prepares reports, briefing notes, speeches, correspondence and other written and visually presented material relevant to the outputs of the Division and for a wide audience including Parliament, Ministers and Chief Executive Officers.
- Represents the Commissioner and the Commission's interests at various agency, community, state, and or, international forums.
- Promotes the Commission's and the Division's interests by developing and maintaining positive and effective working relationships with external and internal stakeholders.
- Demonstrates the highest standards of honesty and integrity, and operates within public sector values, code of ethics and conduct, organisational processes, and legislative and policy parameters.
- Actively contributes to the efficient operation of the Commission and undertakes other roles, special projects and tasks as directed.

### **Work related requirements (selection criteria)**

The selection panel assesses applications against the work related requirements of the responsibilities of the position. The panel also takes into account the needs of the Commission and availability of suitable applicants.

- 1. Role specific requirement**
  - Experience in leading and developing staff providing data collection, analytics and reporting services
- 2. Shapes and manages strategy**
  - Inspires a sense of purpose and direction
  - Focuses strategically
  - Harnesses information and opportunities
  - Shows judgement, intelligence and common sense



**3. Achieves results**

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages human, financial and physical resources in a constrained environment

**4. Builds productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

**5. Exemplifies personal integrity and self-awareness**

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

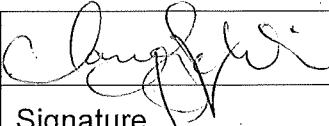
**6. Communicates and influences effectively**

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

**Qualifications (Desirable)**

Tertiary qualifications in a relevant discipline such as mathematics, statistics, computer science, data science, business management, human resource management, organisational psychology, public sector management or other similar, relevant qualifications.

**Approved by A/Executive Director**

Tanya Milici		1/11/19
Name	Signature	Date

TRIM FOLDER: 86071 #06

