



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

CENTRAL OFFICE		Position No:	615649
Division:	Central Office	Title:	Workforce Analyst
Branch:	Business Services	Classification:	HSO Level G7
Section:	Human Resource Services	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Director Human Resources Services</td></tr><tr><td>Classification:</td><td>HSO Level G12</td></tr><tr><td>Position No:</td><td>614848</td></tr></table>	Title:	Director Human Resources Services	Classification:	HSO Level G12	Position No:	614848	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Nil <table><tr><td><u>Title</u></td></tr><tr><td>Nil</td></tr></table>	<u>Title</u>	Nil
Title:	Director Human Resources Services									
Classification:	HSO Level G12									
Position No:	614848									
<u>Title</u>										
Nil										
Responsible To	<table><tr><td>Title:</td><td>Principal Consultant Workforce Performance and Planning</td></tr><tr><td>Classification:</td><td>HSO Level G9</td></tr><tr><td>Position No:</td><td>615171</td></tr></table>	Title:	Principal Consultant Workforce Performance and Planning	Classification:	HSO Level G9	Position No:	615171			
Title:	Principal Consultant Workforce Performance and Planning									
Classification:	HSO Level G9									
Position No:	615171									
This position	<table><tr><td>Title:</td><td>Workforce Analyst</td></tr><tr><td>Classification:</td><td>HSO Level G7</td></tr><tr><td>Position No:</td><td>615649</td></tr></table>	Title:	Workforce Analyst	Classification:	HSO Level G7	Position No:	615649			
Title:	Workforce Analyst									
Classification:	HSO Level G7									
Position No:	615649									

Positions under direct supervision: Nil	← Other positions under control:				
<table><tr><td>Position No.</td><td>Title</td></tr></table>	Position No.	Title	<table><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Responsible for data mining, analysis and development of Workforce related reports, data extracts, compliance and performance information for WA Country Health Service (WACHS). Undertake workforce data analysis and reporting to support key reforms and projects. Maintains and assists the Principal Consultant Performance and Planning in the development of reports/tools to aid decision making in relation to workforce planning.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

WA Country Health Service –
Central Office

**22 February 2018
REGISTERED**

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Analysis & Reporting		
1.1	Coordinates and undertakes complex analysis of workforce performance measures.		
1.2	Coordinates and arranges requests for information by retrieval of data from relevant information systems and assists with the preparation of reports.		
1.3	Monitors, enhances and documents methodologies associated with the collection, analysis and dissemination of workforce information.		
1.4	Provides expert advice to departmental staff, health services and external agencies in relation to the analysis and interpretation of workforce information.		
1.5	Assists in the development of Management Information System solutions/tools in order for clients to directly access required data and information.		
1.6	Liaises with departments on data and/or service quality issues related to the production, retrieval and integration of information.		
1.7	Builds alliances with key stakeholders, interest groups, client agencies and other Health Service Providers employees to develop; accept and achieve successful workforce information services.		
1.8	Develops and achieves personal and WACHS goals to ensure deliverables are met.		
1.9	Participates in external and internal committee meetings and workshops.		
1.10	Compiles relevant data for research projects and assists in the analysis of workforce data with the aim of reviewing efficiencies and supporting recommendations for business improvements.		
1.11	Maintains project methodologies, processes and tools to support good project management practices.		
1.12	Maintains all records, resource documents and project data in a manner that maintains integrity, security, and retrieval.		
1.13	Under the guidance of the Principal Consultant Workforce Performance and Planning, consult with relevant stakeholders regarding their information and business needs, and identify strategies to meet those needs		
2.0	General Duties		
2.1	Participates in strategic planning, policy development and performance monitoring within the department.		
2.2	Undertakes when required additional responsibilities as directed by the Principal Consultant Workforce Performance and Planning		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Considerable experience in the delivery of workforce performance measurement, compliance monitoring, data analysis and evaluation in a complex organisation.
2. Demonstrated ability to understand and interpret client information requirements, and to develop and generate appropriate reports / products.
3. Well-developed conceptual, analytical and research skills, with the ability to provide innovative solutions to complex problems.
4. Demonstrated proficiency in relational database management systems and spreadsheet software, including data retrieval, data cleansing, validation, extraction, translation, loading and reconciliation.
5. Well-developed organisational with the ability to plan and prioritise workloads to meet timeframes and deadlines.
6. Demonstrated verbal, written and interpersonal communication skills with the ability to liaise, consult and present information to a diverse range of clients and customers in a variety of contexts.
7. Proven ability to work independently with minimal supervision and as part of a team towards departmental objectives.

DESIRABLE

1. Progress towards a qualification in a relevant discipline.
2. Experience using Oracle and/or relational databases.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Experience in Health or similar Industry

Section 6 – APPOINTMENT FACTORS

Location	CENTRAL OFFICE – PERTH	Accommodation	NIL
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

