



Graduate Workforce Planning Officer

Workforce Policy & Coordination

Position number	00040798
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager, Workforce Planning (Level 8)
Direct reports	Nil

Context

The Workforce Planning Branch undertakes key Department of Education functions in workforce modelling, analysis and strategic planning; reporting and information services; national workforce policy advice; and university supply analysis. The Branch contributes to the development and maintenance of quality workforce data and assists schools with workforce planning and analysis.

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Key responsibilities

- Extract and manipulate various data systems, assist with qualitative and quantitative data analyses and support the maintenance of workforce planning models.
- Carry out designated research, data analysis and project activities to support workforce planning objectives, both individually and as part of a team.
- Draft correspondence including reports, briefing papers, internal memos, ministerials and parliamentary questions.
- Actively participate in on-the-job learning including workforce data development and quality assurance activities.
- Provide support and assistance to the manager and team on a range of workforce planning matters.
- Establish and maintain effective working relationships, collaborating with internal and external stakeholders to provide and source information.

Selection criteria

1. Sound interpersonal and communication skills including presentation, written communication and report writing skills.
2. Demonstrated research and problem solving skills, including the ability to use computer software to manage and manipulate data sets.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multi task, prioritise, meet deadlines and work effectively within a team environment.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 8 October 2020
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