

Position Title: **Senior Data Reporting Officer**

Position Number: **40001736**

Salary & Level: **Level 6 PSCSAA 2019**

Last Update: **November 2020**

The Organisation

Lotterywest has been giving Western Australians the chance to dream for more than 85 years. We're the only lottery in Australia, which is State Government owned and operated, with the majority of money spent on lottery tickets being returned to the community through prizes and grants.

Thanks to those that purchase our games and the hard work of over 500 retailers that sell them, our grants are a vital source of support for Western Australia's public hospitals, sports, the arts, local government authorities and thousands of not-for-profit groups.

The vision 'Building a better Western Australia together', has been the foundation of our operation since 1932 and enables us to continue delivering value to our State and remaining a Western Australian icon.

About the Corporate Services Business Unit

Corporate Services is responsible for most of the support functions critical to Lotterywest's operations. In addition to the support role, Corporate Services is responsible for overarching human resources, financial management, records management, project management, governance, security, assurance and compliance.

The business unit comprises seven streams being Business Services; Finance; Legal Services; People and Culture; Planning; Risk Management and Audit; and Security and Assurance.

Key Focus Areas of Position

Reporting to the Senior Manager Planning and Projects, the Senior Data Reporting Officer is responsible for the development of meaningful analytical insights through the creation of reports and dashboards that meet the requirements of business stakeholders. The role will utilise sophisticated BI tools to provide accurate data validation and intuitive visualisations. The position has following key areas of focus:

- **Report Development** – develops accurate, timely, insightful and visually impacting periodic and ad hoc reports and dashboards using data from multiple business system sources
- **Investigation and analysis** – analyses and reviews BI reports to identify anomalies, exceptions or opportunities for change and helps to develop strategies to improve business processes and data integrity
- **Stakeholder Relationships** – builds and maintains strong business relationships in the provision of BI reports and dashboards across the Corporate Services business unit and the wider organisation
- **Change Management** – influencing change by actively seeking opportunities to embrace BI and data visualisation capability across the organisation through training, coaching, mentoring and knowledge sharing

Key Responsibilities

- Contributes to the development and/or review of an effective Reporting Framework including reporting standards, controls, registers and key reporting obligations
- Oversees and undertakes the collection of data, analysis and presentation of quality and timely reporting using innovative and effective approaches

Role Statement

- Develops reports and dashboards including trends, benchmarks, exceptions and performance measures that provide high quality, robust information and insights to stakeholders to inform decision making
- Consults with stakeholders across the business to determine periodic and ad hoc reporting requirements and determines appropriate information sources to enable effective and efficient information gathering
- Provides training and end user support across the organisation to build capability to use contemporary BI tools and provides coaching and mentoring to BI analysts and other team members
- Designs, develops and maintains user guides, registers and other documentation to support business reporting
- Establish and maintain collaborative working relationships and effective communication networks with internal stakeholders and negotiates with stakeholders to identify requirements and reach a consensus regarding priorities
- Supports the Corporate Services business unit and organisation change initiatives as appropriate
- Communicates with staff at all levels in an effective, clear and concise manner and provides sound rationale, supporting advice and/or recommendations for improvement
- Contributes to the future state of the organisations BI capability by identifying best practice data analysis and reporting opportunities through research, analysis and feedback from stakeholders
- Responds proactively and positively to requests for ad-hoc information or reports
- Other duties as required

Mandatory/Special Role Requirements

Police Clearance
Pre-employment psychometric assessment

Essential Selection Criteria

- Considerable skills and experience in interrogating data warehouses and data extraction, performance monitoring and reporting, using data visualisation techniques and sophisticated BI tools
- Demonstrated skills and experience in requirements gathering and working with stakeholders to establish business performance reports and dashboards
- Considerable experience in business performance analysis and investigation from large and complex data sets using BI tools to inform recommendations for change and the resolution of issues
- Excellent analytical, conceptual, reporting and problem-solving skills
- Demonstrated ability to work collaboratively at all levels and across teams in developing, integrating, managing and sustaining effective responses to complex business issues, activities and processes
- Highly developed communication and interpersonal skills to undertake productive consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders

Authorised by:

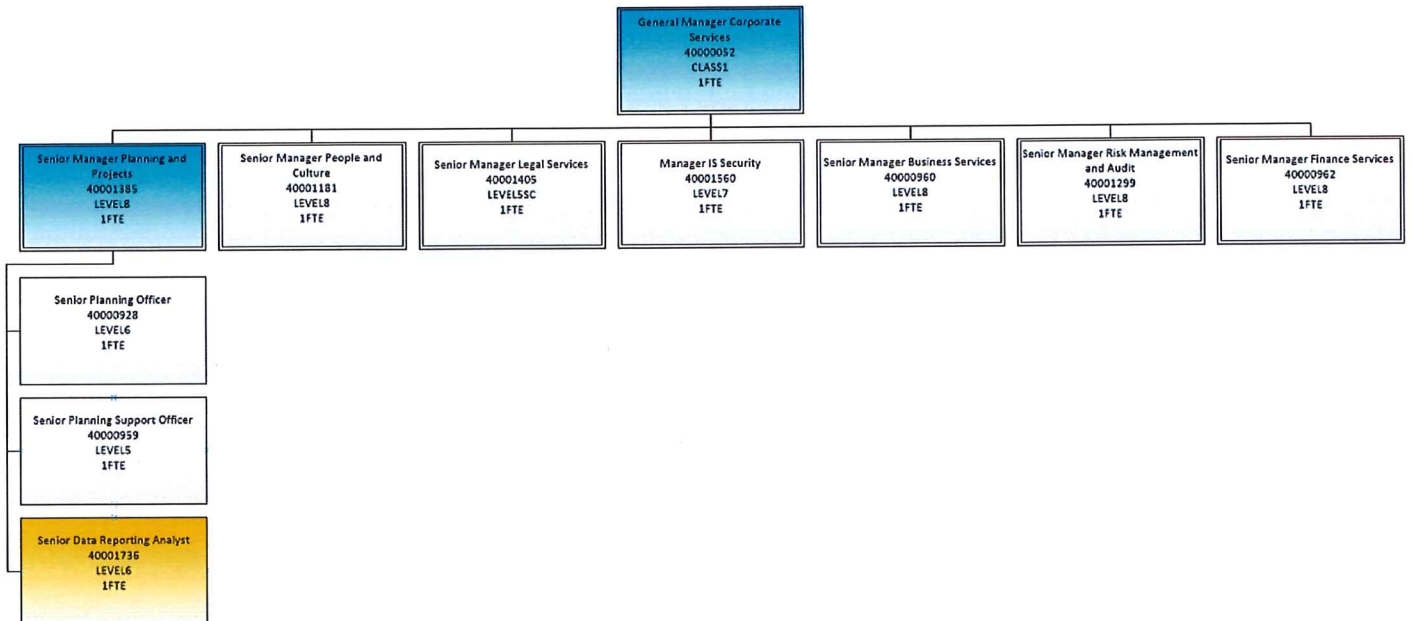

JEREMY HUBBLE
GENERAL MANAGER CORPORATE SERVICES

Date: 9/12/2020



Role Statement

Reporting Relationship



Direct Reports	Indirect reports
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