Position Description

Position Title:	Business and Data Analyst	**Classification Level:**	5

Position Number:	000XXXXX	**Reports to:**	Manager Business and Data Analysis L7
Division: **Branch/Section:**	Service and Invest Inform and Improve / Business and Data Analysis	**Supervises:** **Location:**	Up to 1 FTE Perth Metropolitan Area

Our vision: driving practical, cost-effective and quality outcomes across government to benefit Western Australians

Our values define who we are and how we go about our business.

INSPIRING AND INFLUENTIAL   PASSIONATE AND COMMITTED   HONEST AND RESPECTFUL   BOLD AND INNOVATIVE

Our values underpin everything we do. They guide the way we work, how we engage with each other and the way we deliver services to our customers through being clear, courageous, authentic and building trust.

As a central government agency with a state-wide presence, Finance delivers services to the government, public sector agencies and the community, and places customers at the centre of its focus. Services include strategic policy advice and co-ordination; asset management (including planning, procurement and project management); assessment of market led proposals; and revenue collection and concessions.

Role summary

The Business and Data Analyst conducts research, analysis and both planned and ad hoc reporting activities to support evidence-based decision making, improve organisational performance and whole of government outcomes.

This role engages with a wide range of internal and external customers to improve and promote the effective management, analysis and reporting of data. Acts as a key interface between business clients and the Business Intelligence and Analytics (BIA) team through developing and testing against documented business intelligence report specifications.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Understand and consider departmental objectives, and customer needs in work activities to inspire excellence.
- Contribute to the environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Business and Data Analysis team, demonstrate initiative and be accountable for your work outputs and proactively contribute to the efforts of the team.
- Participate in and embrace coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Works closely with business clients to understand and capture business requirements to be used as the basis for report specifications.
- Develops business intelligence report specifications and performs functional testing of reports against specifications.
- Assists with the development and documentation of reporting requirements, and in identification and provision of advice on the resolution of data issues including establishing data validation rules.
- Assists with data management processes, including data capture, integrity, storage and retrieval.
- Periodically review existing business intelligence reports and dashboards to ensure they meet evolving business needs and updating specifications accordingly for action by the BIA Team.
- Presents dashboards and reports including the provision of trends and insights that effectively translates complex data.
- Engages with a wide range of internal and external customers to improve and promote the effective management, analysis and reporting of data.
- Promotes a culture supportive of innovation and transformation, continuous business improvement and ongoing enhancement of data quality.
- Maintains sufficient understanding of evolving and future BIA capabilities to be able to engage with customers about their use in visualisations and BI reporting (in conjunction with the BIA team)
- Responsible for ad hoc analysis, reporting and data extracts to support responses to business requests, Ministerials, Parliamentary Questions and ensure compliance to statutory reporting obligations.
- Perform other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

<u>Essential</u>

Shape and Manage Strategy

You will have well developed research, analytical and problem-solving skills with the ability to recognise and contribute to the achievement of organisational goals.

You will have demonstrated experience in documenting business intelligence report specifications, performing functional testing and engaging with stakeholders.

You will have demonstrated good knowledge of reporting, data integrity and business processing with an understanding of business issues, and of the processes of business intelligence and analysis including information management and systems.

You will have demonstrated well-developed skills in Excel and writing SQL queries and a working knowledge of, and experience on, data warehouse design and BI tools.

Achieve Results

You will have the ability to establish task plans and simple project plans with measurable milestones to deliver objectives and work within agreed priorities.

You will have well developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and contribute towards a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability and commitment to contribute to departmental values in delivering quality outcomes.

Communicate and Influence Effectively

You will have a well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable:

Experience in a Microsoft data warehouse environment;

A tertiary qualification in business/data analysis or other relevant discipline;

Some knowledge of government policies, issues and strategic directions

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Pre-employment requirements
Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:
- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: Senior HR Consultant, March 2021

Classification Evaluation Date: 17 March 2021