



Business Intelligence Analyst Workforce Planning

Position number	00027081
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager, Workforce Planning (Level 8)
Direct reports	Nil

Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership and planning to develop the Department's current and future workforce. We develop plans and strategies to develop an equitable and diverse workforce and to cater for their health and wellbeing.

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

- Scope, design, develop and prepare reports and dashboards using a defined methodology to provide insight to stakeholders on benchmarks, trends, and performance measures.
- Participate in investigation and development of business intelligence (BI) dashboards and reporting, whilst providing advice on strategic directions.

- Collaborate and establish working relationships with internal and external stakeholders to ensure Department reporting needs are met.
- Develop test plans and conduct unit, system and integration testing, including peer reviews.
- Conduct data management activities, periodic refreshing of data in the published BI reports and dashboards.
- Undertake process and data-driven projects and initiatives that facilitate evidence-based decision-making, improve operational performance and whole of government outcomes.
- Promote a culture supportive of innovation and transformation, continuous business improvement and ongoing enhancement of data quality.
- Maintain and build knowledge of evolving and future BI capabilities, including their use in visualisations and reporting.
- Contribute to and prepare written correspondence, briefings and reports in response to requests for information from Corporate Executive, ministerial correspondence, parliamentary questions and other senior staff.

Selection criteria

1. Demonstrated substantial skills and experience in complex data analysis, data modelling and reporting.
2. Demonstrated well developed conceptual, analytical and strategic problem solving skills and experience.
3. Demonstrated well developed research skills and substantial experience in communicating findings and analysis to a range of stakeholders.
4. Demonstrated well developed interpersonal skills with the ability to negotiate, liaise and consult with a range of stakeholders in various contexts.
5. Demonstrated experience in data management activities.
6. Demonstrated substantial skills and experience in project management, including planning, monitoring and evaluation.

Eligibility and training requirements

Employees will be required to:

- 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 22 September 2021
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