



## Job Description Form

# Business Intelligence Analyst - Level 5 (DPCT3821)

13 March 23

**Division/Directorate**

Office of Digital Government

**Branch/Section**

Digital Transformation and Technology

**Reports to**

Principal Strategist

**Supervises**

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**Operational Context:**

The Department of the Premier and Cabinet supports the Premier as head of the Western Australian Government. The Department is a central agency that leads the public sector in providing advice and support to the Premier and Cabinet in their service of the Western Australian community.

The Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored and shared by the WA Government is protected is a crucial element of what we do.

**Role Overview:**

This position is responsible for developing and maintaining whole-of-government dashboards. A key part of the role is combining an understanding of data, user requirements and strategic priorities to develop clear visualisations that can support critical decisions. The team member will work across agencies and teams to develop innovative and informative automated reporting tools.

**Role Responsibilities:****Data Management and Visualisation**

- Develop PowerBI dashboards and reporting tools for Ministers, executive staff, and senior stakeholders across the WA public sector.
- Integrate data from a number of sources to create a clear narrative of key issues across the sector.
- Lead the end-to-end build of dashboards, including initial design, consultation, data ingestion, data transformation, data visualisation and simple data analysis.
- Work with internal and external stakeholders to ingest data from a variety of data sources using a range of programming languages and technologies.
- Maintain and improve the WA Government Dashboard Template. Support users across the sector and champion its use.
- Work with the Data Engineers to support operational dashboards and other reporting tools by coordinating and performing maintenance and identifying and implementing improvements.
- Support the Data Engineers to develop, document, and refine processes to streamline and automate data ingestion, data delivery, metadata management, and access management.
- Use design software to develop wireframes/blueprints of dashboards.
- Coordinate data update schedules, develop supporting processes, and liaise with data custodians to ensure data currency is maintained.

**Client Services**

- Build and maintain positive working relationships with internal and external stakeholders. Consult and collaborate with data providers, service providers, and data users.

- Work with stakeholders to identify needs which are captured, documented, and agreed across parties.
- Continually gather feedback when designing and developing dashboards to ensure they meet user needs.
- Write clearly to communicate business and data concepts to a non-technical and/or executive audience.
- Coordinate data update schedules, develop supporting processes, and liaise with data custodians to ensure data currency is maintained.

### Business Support and Innovation

- Assist in the design and maintenance of relevant user documentation, including business rules definitions, data flow diagrams, data dictionaries, and toolkits for data providers and data users.
  - Undertakes other duties as required.
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### Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
  - Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
  - Performs other duties as directed.
  - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.
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### Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

#### Essential

- Experience in designing and developing dashboards for a diverse group of users.
- Demonstrated interpersonal and communication skills to establish and maintain positive working relationships with a broad range of stakeholders.
- Well-developed organisational skills and demonstrated ability to work independently.
- Good conceptual, analytical, and problem-solving ability, including the ability to independently undertake research to solve problems.

#### Desirable

- Familiarity with the principles of data visualisation or user-centric design.
  - Experience in one or more components of the data life cycle, including ingestion, transformation, quality assurance, or analysis.
  - Relevant tertiary qualifications and/or industry certifications.
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### Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
  - Criminal Records Screening Clearance
  - Baseline/NV1/NV2 Clearance (remove if not required)
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### Certification

GCIO Signature: 

Date: 22/5/2023

People Services: 

Date: 23 May 2023