



# Data Analytics and Reporting Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

State Intelligence and Command

**District / Branch:**

Data Science and Analytics

**Work Unit:**

Data Analytics and Reporting (DAR)

**Position Description Number:**

223655

**Rank / Level / Band:**

Level 7

### Employment Conditions

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

### Position Objective

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Leads and manages the Data Analytics and Reporting (DAR) unit within the Western Australia Police Force (WA Police Force). Operates with focus to ensure the unit provisions the highest quality and integrity of data and information on behalf of the Agency. Maintains and manages the delivery of data centric products and tools that support dynamic and changing priorities that positively contribute to WA Police Force's strategic direction and ensure WA Police Force remains a leader in delivering data driven insights in a policing environment. Proactively manages direct reports to ensure quality and reliable work can be produced within a constructive workplace culture and leads the technical design, development, and management of data analysis and reporting to support corporate and operational reporting requirements. Provides expert advice on WA Police Force data analytics and reporting to senior management and stakeholders.

### Role of Work Unit

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DAR is responsible for undertaking analysis and presenting data-centric reports that provide information in relation to performance of the WA Police Force as whole or of individual organisational areas within the agency; and operational topics that support the operational and tactical outcomes of the WA Police Force.

The DAR provide the following services:

- Providing statistics and accompanying advice to the Commissioner of Police, executive and external bodies such as Parliament, the Australian Bureau of Statistics and the Australian Criminal Intelligence Commission;
- Produces reporting and operational tools (including 'static' reports such as Excel workbooks, and reports presented via analytics platforms such as Power BI) which provision data and information to the executive and operational areas;
- Provides consultancy and guidance to internal and external stakeholders on their information needs; and
- Representation on inter-Government and WA Police Force committees and working groups to provide data and information management advices.

### Reporting Relationships

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This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Senior Data Analyst, Level 6 x 5
- Data Analyst, Level 5 x 6
- Assistant Data Analyst, Level 4, x 2

Total number of positions under control: 13

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## Key Accountabilities

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### 1 Technical Leadership and Capability (40%)

- 1.1 Leads and provides subject matter expertise in relation to the development, review and implementation of new data-centric products to meet corporate reporting, statistical and analytical needs.
- 1.2 Drives change by setting the strategic priorities of DAR and leads the delivery of operational data analysis activities to ensure those priorities are achieved.
- 1.3 Ensures thorough governance processes, that the design, analysis, and implementation of data analysis practices are fit for purpose to enable the efficient and effective use of data resources to meet the Agency's need for information products for corporate business intelligence, statistics, performance management and operational needs.
- 1.4 Reviews work practices and develops and implements change programmes to ensure quality assurance and continuous improvements in data analytics and reporting practices throughout the unit.
- 1.5 Researches, analyses and evaluates statistical, analytical and reporting procedures, policies and business information issues and local, national and international statistical and analytical developments and trends.
- 1.6 Identifies and establishes the suitability of external sources of information which are relevant to the operational needs of the Agency.
- 1.7 Promotes and oversees knowledge management and identifies and recommends improvements.

### 2 Leadership and Management (30%)

- 2.1 Leads DAR through communicating a clear vision of the unit's role in the Agency and how each team member contributes to the Agency's mission.
- 2.2 Ensures there is a collegiate culture focused on delivery, excellence and mutual support in DAR.
- 2.3 Develops DAR business plans and works collaboratively with the DSA management team to develop the Division's operational business plan.
- 2.4 Prepares work plans that align operational activities and priorities to the Agency's strategic direction.
- 2.5 Provides advice and reports that contribute to the overall management of the Division.
- 2.6 Manages resources (including human) at an executive level in a manner that maximises efficiency, effectiveness and responsiveness and encourages staff to engage in development opportunities by identifying knowledge gaps and determining appropriate development activities.
- 2.7 Constructs project plans that have clear and appropriate goals, timeframes and budgets; anticipates change and builds contingencies into plans.

### 3 Stakeholder Management (25%)

- 3.1 Establishes, develops and maintains collaborative and collegial working relationships and partnerships with key stakeholders to promote problem solving and team work that enable continuous improvement across the Agency.
- 3.2 Ensures services to portfolios and data analytics and reporting to the corporate executive are provided within deadlines and to a high quality.
- 3.3 Negotiates, consults, liaises and influences with personnel at all levels in relation to data analysis and performance reporting processes, initiatives and outcomes and provides an authoritative advice and guidance on data analytics and reporting matters.
- 3.4 Prepares policy, briefings, reports and recommendations involving significant and/or complex issues for senior WA Police Force personnel.

### 4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

### Essential

### Context in which work related requirements will be applied and or general standard expected.

Experience in data analytics or reporting

Leading, directing, guiding and providing subject matter expertise in relation to the development, review and implementation of new data-centric products to meet corporate reporting, statistical and analytical needs. Ensuring the design and implementation is fit for purpose and maintenance and operational activities are undertaken in a timely way. Overseeing the data analytics and reporting processes and implementing best practices.

Leadership and management skills

Leading, directing and managing the delivery of services in line with the strategic direction. Providing clear and purposeful leadership and management to team members and other unit managers including planning, prioritising, making decisions, meeting deadlines and coordinating resources in a changing and dynamic environment. Managing resources (including human) and ensuring staff development and team building is addressed.

Conceptual and critical thinking skills

Overseeing solutions to highly complex data requests requiring a strong understanding of data analysis and reporting. Analysing and interpreting data, information and providing advice that contributes to the overall strategic direction of the Agency.

Organisational skills

Deploying resources to address high priority work while ensuring longer term goals and productivity improvements are not compromised. Sequencing work packages to maximise productivity. Negotiating with clients internally and externally at all levels about delivery of their information products in context with multiple requests.

Communication and interpersonal skills

Establishing, developing and maintaining relationships and partnerships with key internal and external stakeholders at all levels. Presenting complex issues effectively and negotiating and influencing outcomes. Representing the Agency on State committees, working groups and within a team. Coordinating and preparing reports and recommendations involving significant research on complex issues. Preparing policy, briefings, reports and guidelines for senior personnel.

### Desirable

Possession of a tertiary qualification with a quantitative major.

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## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Analysis Organisational Design & Analysis	Helen Mashiah	13/09/2022
A/Assistant Director Data Science and Analytics	Janelle Baily	13/09/2022