



Job Description Form

014312 Business Analyst

Business Intelligence and Reporting

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: WA Office of Crime Statistics and Research (WACSAR)

Physical Location: Perth CBD

Reporting relationships

Responsible to: 013278 Principal Performance Officer – Level 7

This position: 014312 Business Analyst - Level 5

Direct reports: NIL

Overview of the position

The Western Australian Office of Crime Statistics and Research (WACSAR) is responsible for researching and analysing crime and criminal justice issues and trends in Western Australia. The Office interprets and critically evaluates justice data to inform policy and government decision-making and policy development. The Office also works in partnership with other relevant agencies and stakeholders to independently evaluate criminal justice policies, programs and initiatives. WACSAR routinely makes criminal justice statistics and other information available to the public via its website.

The Business Analyst supports the Principal Performance Officer in the development, implementation and monitoring of organisational performance frameworks, systems and processes. The position is responsible for monitoring corporate performance and preparing performance reports in accordance with statutory and administrative requirements, including preparation of quarterly and annual reports on key performance indicators. In addition, the position supports business areas in the development of performance measures and assist business areas and the budgeting and strategy team in the production of annual budget statements and budget briefing notes.

Job description

As part of the Business Intelligence and Reporting team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Supports business areas with key performance indicator consultancy and advice and facilitates the submission of quarterly and annual reports, ensuring consistency with corporate requirements, quality and accuracy.
- Monitors and reports on business area financial and non-financial performance and undertakes performance analysis to investigate trends and forecasts relating to performance information.
- Prepares external and internal corporate performance reports to meet statutory and policy requirements including quarterly and annual reporting on key performance indicators.
- Assists in the development and co-ordination of the Department's performance reporting cycle and budget processes.
- Assists business areas in the identification, development, implementation and promotion of performance improvement initiatives. Actively supports business areas in developing business case submissions.
- Liaises, communicates and develops strong relationships with key internal and external stakeholders.
- Provides quality advice to all stakeholders on budget and performance measurement matters, ensuring a high level of service is provided.
- Assists in the development, maintenance and administration of computer systems supporting corporate performance evaluation.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Knowledge of contemporary performance framework principles and practices and ability to interpret performance data and discuss results within a performance framework. Performance may include strategic and corporate planning; business performance; financial and people performance; and those related to offender management.

- Ability to analyse and interpret a range of statistics sourced from a variety of collection points and produce reports that support and inform good business decisions.

Special requirements/equipment

Nil

Certification

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

Executive Director WACSAR

Signature: _____ Date: 18/01/2024

HR certification date: January 2024