# Job Description Form – Senior Workforce Analyst

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| **Position number:** | 15844 | **Classification:** | Level 6 |
| **Division:** | Corporate Services | **Branch/section:** | Human Resources |
| **Reports to:** | 15698 | **Direct reports:** | Nil |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectable  Accountable  Responsive  Open-minded  Integrity |

## Context

The Corporate Services team includes human resources, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

## Position purpose

Leads and manages workforce reporting and analysis to inform and support the work of the HR Division and to facilitate evidence-based workforce planning. Provides related professional services and advice to internal and external customers of Department of Local Government, Sport and Cultural Industries (DLGSC).

## Responsibilities

1. Manages the research and analysis of internal and external workforce data and identifies and monitors workforce trends and issues to inform and support workforce planning.
2. Prepares data products, data analysis and outputs from relevant workforce data collections including reports, briefing notes, correspondence, and other written material for a wide audience such including executive and Ministerial offices.
3. Uses programming language and business intelligence software to model, visualise and present data in dashboards and other contemporary formats.
4. Undertakes high level data and business analysis, modelling, forecasting and scenario mapping.
5. Produces and disseminates workforce metrics, reports and presentations relevant to the audience.
6. Provides advice and recommendations to inform decision making in relation to workforce planning.
7. Works closely with data suppliers and uses business intelligence tools to ensure data is accurately collated and synthesised.
8. Develops and utilises business intelligence apps, databases, spreadsheets and modelling software to deliver business solutions.
9. Assesses and reviews the Agency’s workforce data requirements to ensure reporting and analysis provided is fit for purpose, timely and accurate.
10. Maintains knowledge and awareness of workforce planning trends, benchmarks and issues relevant to the DLGSC.
11. Provides quality assurance of workforce reporting internally and to external bodies of DLGSC data.
12. Provides guidance, mentorship, and support to team members, offering training and development to ensure they produce high-quality results aligned with workforce reporting and analysis objectives.
13. Manages, monitors, coordinates and analyses the integrity of all Establishment records and position related data.
14. Leads the development, implementation, review and promotion of establishment policies, guidelines, procedures and processes.
15. Evaluates requests and advises on approaches and strategies for significant establishment and organisational unit structure changes.
16. Manages complex, short term and long-term corporate projects, ensuring effective use of project management methodologies and projects are completed within scheduled timeframes and budget parameters.
17. Develops and leads strategies and methods to evaluate the effectiveness of implemented initiatives and monitors project outcomes.
18. Develops and maintains collaborative working relationships with key internal and external stakeholders.
19. Represents the Division at meetings and working groups.
20. Conducts and attends meetings and facilitates stakeholder engagement to understand business needs.
21. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
22. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Intermediate skills with Power BI, Power Apps, and SQL or equivalent Business Intelligence products to model, visualise and present data in dashboards
2. Demonstrated experience in reporting from complex information systems and data sources
3. Demonstrated conceptual, analytical and research skills, together with the ability to present complex data in an effective manner
4. High level communication skills and ability to maintain strong working relationships with stakeholders at all levels.
5. Demonstrated ability to provide technical leadership in data management
6. Highly developed project management skills including Initiating, developing, managing and implementing projects and managing change in the areas of human resources. Leading and managing effective project teams.

### Desirable

1. Tertiary qualification in a relevant discipline such as mathematics, statistics, computer science, data science, business management, human resources management, organisational psychology public sector management or similar

## Special conditions

Nil

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point identification check (certified ID required) prior to commencement.

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| Registration date | 15 July 2024 |