



Data and Research Analyst Workforce Planning

Position number	00042963
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
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

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Assist in the evaluation and analysis of data and information across a range of workforce areas.
- Undertake quantitative and qualitative analysis in relation to workforce demand, supply, forecasting and profiling.

- Assist in the investigation and development of advice on policies, issues and strategic directions.
- Assist in the provision and maintenance of data warehouse information.
- Contribute to the design and construction of reports/dashboards through development of report specifications.
- Assist with business and data analysis that support workforce initiatives.
- Contribute to the preparation of presentations and reporting on strategic projects, proposals, data and trends.
- Assist with data management processes, including data capture, integrity and storage.
- Conduct testing in relation to the data and functionality of the business intelligence reports and dashboards.
- Prepare written correspondence, reports, briefings and discussion papers for presentation to management.

Selection criteria

1. Demonstrated well developed research, conceptual and analytical skills with a proven ability to provide innovative thinking in developing and implementing key programs or projects.
2. Demonstrated knowledge and experience in the processes of business and data analysis, and an understanding of business intelligence reporting, including information management and systems.
3. Demonstrated well developed written communication skills, including experience in the preparation of reports, Ministerials, briefing notices and policy development.
4. Demonstrated well developed communication and interpersonal skills with the ability to work effectively and constructively as part of a team.
5. Demonstrated sound initiative and organisational skills with the ability to plan and prioritise work to achieve corporate goals within agreed timeframes.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 20 October 2022
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