



## Principal Consultant – Workforce Reporting and Data Analytics

### Workforce Planning

<b>Position number</b>	00040502
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Workforce Planning (Level 8)
<b>Direct reports</b>	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, management and information services
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership and planning and implementation of key Departmental human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning, and develops policy and manages equity and diversity initiatives.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Customer Management

- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Department's workforce business objectives.
- Work with management to interpret strategic directions to achieve business analysis outcomes.
- Consult with key stakeholders to identify workforce priorities and coordinate provision of appropriate and sustainable project and program management.
- Provide leadership and support to clients in the development of business cases and project plans for new and improved business analysis technologies.

- Provide representation on internal and external committees and other working groups, as required.

### **Data Analytics and Reporting**

- Monitor, review and evaluate effectiveness of new and existing dashboards and reporting measures.
- Design, develop and maintain, robust reporting models and dashboards to meet business analysis requirements.
- Develop and maintain methodology, documentation standards, processes and measures around the business analysis discipline.
- Prepare detailed reports for high-level briefings and discussion papers for presentation to senior management.
- Undertake process and data driven projects and initiatives that facilitate evidence-based decision-making, improve operational performance and whole of government outcomes.
- Maintain and build knowledge of evolving and future BI capabilities, including their use in visualisations and reporting.

### **Selection criteria**

1. Demonstrated experience in providing leadership and working collaboratively to manage a range of programs and projects relating to workforce planning.
2. Demonstrated highly developed skills and experience in complex data analysis, data modelling and reporting.
3. Demonstrated highly developed conceptual and analytical skills with a proven ability to solve problems and apply strategic thinking to achieve outcomes.
4. Demonstrated highly developed research skills and substantial experience communicating findings and analysis to a range of stakeholders.
5. Demonstrated highly developed oral and interpersonal communication skills, including undertaking high-level consultations, collaborations and negotiations and ability to convey ideas persuasively and foster strategic relationships.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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            29 August 2024  
Reference    D24/0613936