



## Demographics Consultant

### Infrastructure Strategy and Planning

<b>Position number</b>	00038286
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Consultant - Demographics (Level 7)
<b>Direct reports</b>	Nil

#### Context

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Infrastructure Strategy and Planning Directorate is responsible for development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services, and property management.

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

#### Key responsibilities

##### Specialist Services

- Forecast demographic trends in new and established areas and plans for school classification, enrolments and the need for accommodation.
- Manage and update School Local-intake areas, which includes the Geographic Information System (GIS) digitisation, preparing written descriptions, gazettal and uploading data onto the Department's information systems.
- Provide advice on student enrolment entitlements using School Local-intake area data to the public, Regional Offices and schools.
- Coordinate information to inform forecasting of future demographic trends for student enrolments and prepares data used to predict future student needs.
- Provide input to analysis and recommendations on strategies for the relief of schools that (or have the potential to) experience accommodation pressure.

- Prepare and provide demographic and student projection data for use by Departmental Directorates, Regional Offices and schools.
- Contribute to developing policies, procedures and guidelines relating to the management of school enrolments.
- Provide demographic analysis to support school site planning and the assessment of developer's subdivisional design proposals.
- Undertake the yearly School Accommodation Census, including liaising with the Information Communication and Technology Division and schools and updating the accommodation register.
- Provide input into the Department's GIS system related to demographic and school local intake area dataset requirements.
- Undertake research that contributes to developing parliamentary and ministerial responses.

### **Branch Support**

- Contribute to the Directorate achieving its goals and outputs.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services (EBS) goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.

### **Customer and Stakeholder Support and Liaison**

- Work collaboratively on developing operational planning strategies through liaison with Schooling Planning and Capital Works and Maintenance.
- Contribute to the development and maintenance of a strong working relationship with principals and managers across the Department.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Represent the Branch, as required, on EBS committees and working parties.

### **Selection criteria**

1. Demonstrated practical experience in generating, developing and maintaining demographic data and carrying out demographic analysis.
2. Demonstrated practical experience using mapping applications such as MapInfo or ArcGIS and Microsoft Excel to analyse spatial and non-spatial data to support and inform decision making.
3. Demonstrated well developed skills and experience in developing system and data requirements to support business needs and objectives.
4. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with Department and school needs and defined quality expectations, including timeliness.
5. Demonstrated well developed interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders on commercial contracting issues.
6. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
7. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

## 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 24 October 2024  
Reference D24/0810129