



Senior Research and Business Intelligence Analyst

Workforce Planning Branch

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Workforce Planning Branch (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 www.education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake high level research and analysis of business intelligence data to identify key Department of Education business intelligence trends and issues.
- Coordinate and undertake analysis of Department of Education business intelligence data to develop and enhance strategies to drive organisational performance.
- Research and keep abreast of industry standards and benchmarks to evaluate departmental performance and support delivery of leading analysis and reporting practices.
- Coordinate the design, development and construction of data dashboards.
- Apply highly advanced computer skills to interrogate and manipulate large data sets and system applications.
- Undertake high-level demand and supply forecasting and scenario analyses.
- Contribute to workforce planning recommendations and decision-making.
- Research and prepare reports, briefing notes, responses to Parliamentary Questions, Ministerials and other correspondence.
- Coordinate and participate in project teams at various levels, using applied project management principles and processes.
- Develop and deliver analysis and learning materials to various audiences.
- Develop and maintain partnerships and networks with relevant stakeholders.
- Support and mentor staff to develop analytical and research capacity.

Selection criteria

1. Demonstrated substantial skills and experience in analysing data in a variety of contexts, using applicable software packages suitable for complex data analysis.
2. Demonstrated substantial experience in reporting data from complex information systems/sources using advanced modelling and design skills, including analysis technologies and methodologies.
3. Demonstrated highly developed conceptual, analytical and strategic problem solving skills and experience.
4. Demonstrated highly developed research skills and substantial experience in communicating findings and analysis to a range of stakeholders.
5. Demonstrated highly developed interpersonal skills with the ability to negotiate, liaise and consult with a range of stakeholders in various contexts.
6. Demonstrated substantial skills and experience in project management, including planning, monitoring and evaluation.

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 three 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 six months of appointment.

Certification

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

ENDORSED

Date 10 December 2020

Reference D20/0639494