# Job Description Form – Senior Performance and Monitoring Analyst

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| **Position number:** | 16468  | **Classification:** | Level 6 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Performance and Analysis Reporting |
| **Reports to:** | Director Performance analysis and Reporting | **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. | RespectableAccountableResponsiveOpen-mindedIntegrity |

## Context

The Strategy and Performance Accountability (SPA) team supports and facilitates collaborative coordination across all business areas to deliver whole-of-agency key objectives enabling a one-DLGSC approach. SPA provides strategic direction and insight for a unified DLGSC and drives evidence-informed decision making that supports communities, industries and sectors. We build, strengthen and nurture relationships and engage with external stakeholders to achieve shared goals. SPA leads the agency in meeting and upholding corporate, legislative and social obligations, and supports business areas to do the same through capacity building and guidance. We ensure the highest standards of governance and performance through the delivery of transparent reporting and compliance. SPA consists of 5 teams:

* Child Safeguarding Implementation Unit
* Governance and Risk
* Performance Analysis and Reporting
* Strategic Policy
* Strategy and Transformation

## Position purpose

The position of Performance and Monitoring Analyst is responsible for assisting the Manager Performance and Analysis in initiating, leading and undertaking data analysis and research and evaluation to underpin the development of evidence-based policies, strategies and practices related to the DLGSC’s high-level priorities and outcomes. This will entail a focus on local, national and international best practice as well as effective consultation across State government, and relevant sectors and industries. The position provides high-level, value-added data analysis and policy advice to Executive and managers and works across the agency to build capacity and capability in these areas.

## Responsibilities

1. Manages the research and analysis of internal and external data and identifies and monitors trends and issues to inform and support the DLGSC’s priorities and outcomes.
2. Prepares data products, data analysis and outputs from relevant 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 analysis, research and evaluation, to support the delivery of priorities, though application of rigorous data analytics and methodology
5. Contributes to the development of outcomes frameworks, including key performance indicators, for selected policies and strategies
6. Produces and disseminates reports and presentations relevant to the audience.
7. Provides advice and recommendations to inform decision making to support the development of policy and strategy.
8. Works closely with data suppliers and uses business intelligence tools to ensure data is accurately collated and synthesised.
9. Develops and utilises business intelligence apps, databases, spreadsheets and modelling software to deliver business solutions.
10. Assesses and reviews the Agency’s data requirements to ensure reporting and analysis provided is fit for purpose, timely and accurate.
11. Maintains knowledge and awareness of trends, benchmarks and issues, both nationally and internationally and delivers high quality information to support development of policy and strategy.
12. Provides quality assurance of reporting internally and to external bodies of DLGSC data.
13. Provides guidance, mentorship, and support to team members, offering training and development to ensure they produce high-quality results aligned with reporting and analysis objectives.
14. Develops and maintains collaborative working relationships with key internal and external stakeholders.
15. Represents the Division at meetings and working groups.
16. Conducts and attends meetings and facilitates stakeholder engagement to understand business needs.
17. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
18. 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. Considerable experience in the statistical analysis of data using software packages and demonstrated experience in reporting from complex information systems and data sources
2. Intermediate skills with Power BI, or equivalent to analyse, visualise and present data in dashboards
3. Demonstrated high level conceptual, analytical, evaluation and research skills, together with the ability to present complex data in an effective manner
4. Well-developed planning and organisational skills with a demonstrated ability to deliver on expected outcomes, while working in an autonomous manner and within a team environment.
5. Well- developed communication skills, with the ability to maintain strong working relationships with stakeholders at all levels.

### 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
2. Experience in qualitative analysis of data

## 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 | 8 October 2024 |