



Principal Business Intelligence Analyst System Business Intelligence

Position number	00041501
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Business Intelligence (Level 8)
Direct reports	Senior Business Intelligence Analysts x2 (Level 6)

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The System Response and Transformation Division (SRT) drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

The Division's Business Intelligence team has responsibility for the Department's data strategy. This includes the continuous improvement of data displays for senior leadership to support understanding of performance, and data analysis to inform decision making related to the delivery of the Department's strategic intent and high-performing operations.

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

Key responsibilities

- In collaboration with the Manager, Business Intelligence, lead the development and maintenance of data products, including dashboards and reporting systems.
- Identify and deliver high-value, accurate data products with a focus on providing timely information for senior leadership evidence-based decision-making.
- Assure good governance and security of performance-based data sets, focusing on sustainable and repeatable processes and practices.
- Collaborate within System Business Intelligence and business area senior leaders to provide critical organisational reporting products.

- Provide advice and recommendations on how business intelligence products can contribute to corporate decision making processes.
- Establish and manage project teams to deliver Directorate outcomes, ensuring effective stakeholder engagement and timely delivery.
- Undertake a regular review of business intelligence plans and products to ensure achievement of outcomes, stakeholder satisfaction and value for money.
- Provide coaching and support to build a data-informed decision making and data governance culture, and build data capability and literacy across the team and the Department.
- Maintain awareness of best practice, trends and issues related to business intelligence and reporting across the public sector and industry generally.
- Represent the Branch as directed on Department and cross-government committees and working parties.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated extensive current knowledge and experience in leading business intelligence, data management and data visualisation, including experience with modern data tools.
2. Demonstrated extensive knowledge and experience in driving and influencing culture change through continuous improvements and evidence-based decision making.
3. Demonstrated extensive conceptual and analytical skills, with the ability to provide innovative thinking in problem solving within a complex and evolving technological and business environment.
4. Demonstrated highly developed verbal, written and presentation skills and ability to prepare reports, submissions and briefings about complex strategic issues and to negotiate and influence at all levels of management.
5. Demonstrated highly developed management and leadership skills with the ability to work collaboratively in a team environment and manage a range of complex projects, delivering outcomes to agreed standards.

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 12 March 2024
Reference D24/0167117