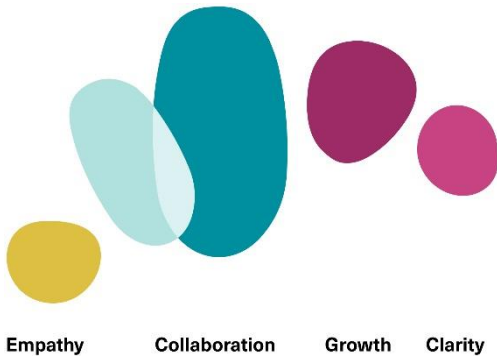




Position Description

Position Title:	Assistant Director Business Intelligence and Analytics	Classification Level:	8
Position Number:	31818	Reports to:	Director Inform and Improve L9
Directorate:	Service and Invest	Supervises:	3 FTE
Branch/Section:	Inform and Improve	Location:	Perth Metropolitan Area



Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Empathy Collaboration Growth Clarity

Role Summary

The Assistant Director Business Intelligence & Analysis leads the Department of Finance's (Finance) efforts to develop business intelligence reports and dashboards to meet report specifications and create visualisations which inform customers of their business achievements, performance against desired metrics, and identify opportunities for business improvement. The role provides specialist advice in how complex data models can be created as a key tool in the BI suite to integrate and transform data into actionable insights benefiting customers within the department, and across the whole of sector. The role is also responsible for building capability within the BIA unit (including in advanced analytics) and maintaining pace with latest technological advances in data loading and management, statistical analytical tools, predictive modelling and scenario mapping.

Responsibilities

- Provide leadership on the use of data repositories, data management and extraction techniques, driving the development of innovative data dissemination and reporting solutions that use a range of emergent technologies to allow informed decision making.
- Provide leadership in the application of database management systems, SQL skills and in the use of advanced analytics software (e.g. SAS, R, Python and others).
- Create standard data views and complex data models to meet specifications around the reporting of data relevant to the staff establishment, corporate KPIs, achievement of departmental targets, government procurement, and buildings and contracts.



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- Model best practice in data integration, data cleansing, data transformation and data modelling as underpinning technical capabilities to enable business intelligence reporting.
- Model best practice in data warehousing architecture to enable implementation of effective business intelligence solutions.
- Lead research to examine new and innovative ways of delivering and visualising data (including linked data) and information to customers.
- Ensure the delivery of business intelligence to inform and improve organisational policy and strategy development.
- Responsible for the quality, timely, effective and efficient delivery of the Business Intelligence & Analytics unit services to all internal and external customers.
- Develop, maintain and strengthen effective networks and partnerships with key stakeholders in government, industry and the community to achieve objectives and outcomes.
- Champion the principles and tools of effective business intelligence to internal and external customers and stakeholders to raise collective understandings and promote business intelligence value.
- Provide Corporate Executive team with briefings and advice to influence and guide contemporary Business Intelligence & Analytics strategy and implementation.
- Represent Finance on boards and committees.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Leaders.
- Perform other duties as directed.

Essential Requirements

- Extensive conceptual, analytical and strategic problem-solving skills with the ability to lead the development and management of strategies.
- Demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Possession of, or progression towards, a relevant tertiary qualification.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Leading Leaders** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.



- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: M.McLeod, HR Consultant, December 2023

Classification Evaluation Date: November 2020

