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| **Position Title** | Aviation Analyst |
| **Classification** | Level 4 |
| **Industrial Agreement Award** | Public Sector CSA Agreement 2024  Public Service Award 1992 |
| **Position Number** | TWA20025 |
| **Division** | Tourism WA |
| **Branch** | Marketing – Markets and Aviation |
| **Number Direct Reports** | Nil |
| **Reports To** | Senior Aviation Manager, TWA22020, L7 |
| **Location** | Perth |

# **Corporate Context**

The Department of Creative Industries, Tourism and Sport works collaboratively with government, community organisations, peak bodies and other stakeholders to achieve our vision of creating a vibrant, inclusive and connected community. For further information, please visit our website at [www.cits.wa.gov.au.](http://www.cits.wa.gov.au.)

**Organisational Context**

Tourism WA is responsible for promoting Western Australia as a holiday destination. Its focus is on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

# **Purpose of Position**

Support the expansion of airline capacity and services into and within Western Australia

by providing research, analysis and documentation for initiatives and partnerships.

Support the development of more affordable aviation into and within Western Australia by

providing research, analysis and documentation for policy initiatives and partnerships.

Manage research programs and develop reports to contribute to the development and

evaluation of aviation (international, domestic and regional) strategy and performance for

the State.

# **Responsibilities**

1. Assist in the development and implementation of the State’s aviation policy and strategy initiatives.
2. Monitor policy Key Performance Indicators (KPI’s); identify patterns, gaps, opportunities and risks arising from the analysis of aviation and tourism research.
3. Undertake research activities that contribute to the strategic development and evaluation of aviation (international, domestic and regional) strategy and performance for the State.
4. Prepare information and data to inform and support aviation issues and contribute to the development of advice.
5. Compile data from aviation partners and share regularly across Tourism WA.
6. Conduct regular analysis and interpretation of secondary data from a range of qualitative and quantitative data sources.
7. Prepare briefing notes, discussion papers, board papers, presentations and other high-level reports or correspondence for key stakeholders.
8. Undertake contract management duties including evaluation, reporting and payments.
9. Work collaboratively across internal teams and key external stakeholders to undertake projects and provide support as required.
10. Provide support to the Senior Aviation Manager and Aviation team, as required.
11. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
13. Perform any other duties as assigned or necessary to support the objectives of CITS.

**Selection criteria**

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## **Essential**

1. Experience in applying research methods and statistical techniques across a variety of tools and packages, including PowerBI.
2. Demonstrated conceptual, research, analytical and innovative problem solving skills to assist in the development of aviation policy that is aligned to government policies and priorities.
3. Developed capability to organise work across a number of concurrent projects to reflect priorities and achieve outcomes within timeframes.
4. Sound ability to build and maintain professional relationships with internal and external clients.
5. Well developed skills in developing and communicating key arguments clearly in written material and during meetings and discussions.

## **Desirable**

1. Sound knowledge of the Western Australian and Australian aviation and tourism industries.

# **Leadership expectations**

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context

| **Expected behaviour** | **Behaviour descriptors** |
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| 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 interests 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. |

*The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures, and to Elders both past and present.*

# **Pre-employment requirements**

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

# **Special Conditions**

Nil

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| **Registration Date** | 21 July 2025 |