**Business Unit: Safety People & Culture  
Reporting to People & Culture Analytics, Systems & Reporting Lead**

## Position Purpose

Responsible for development, education and translation of workforce data and metrics into valuable, visual dashboards and high-quality reports to foster better business and operational decision making for WaterNSW.

## Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Prepare a range of HR metrics and reports (regular and ad-hoc) to support key performance indicators and workforce outcomes aligned to the business strategy and meet external requests for information.
4. Research, interpret, monitor and advise on best practice for workforce status, trends, projections and predictions to contribute to the redress of any issues to meet business needs.
5. Review, understand and ensure consistency of all the data sources across our people systems and connecting this data in a compelling way to support the P&C team and WaterNSW.
6. Ensure the continual development and improvement of the accessibility, engagement, understanding and application of P&C data and metrics.
7. Support the delivery of performance frameworks and KPIs reporting, salary planning and reporting, workforce planning, job design, benchmarking and market analysis.
8. Provide regular reporting on people metrics, payroll data, workforce demographics, workforce planning, leave, time and attendance, compliance, turnover, employee engagement, diversity & inclusion and organisation charts.

## Key Challenges

* Successfully engaging stakeholders to expand and develop the thinking and leadership required to create insights from P&C data.
* Finding new and engaging ways to connect the P&C data for leaders, employees and P&C users, ensuring the translation into valuable business outcomes.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| CEO, EMs and Leadership team | Engage with through a range of direct and indirect options to develop, document and gain acceptance for strategic workforce planning. |
| BSI | Work collaboratively during the development of analytics tools and reports to ensure the achievement of P&C’s analytics and reporting priorities. |
| P&C Team | Work collaboratively, providing options and support to ensure successful input into and achievement of workforce planning activities |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| External vendors and consultants | Lead the engagement to achieve desired results. |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Communicating with Influence | C | * Generates interest in complex ideas and concepts * Builds support by taking the time to educate and consult others * Uses storytelling effectively to meaningfully convey key messages |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Partnering and Advice | C | * Consider broader purpose and the long-term context of the customer when providing advice * Provides sophisticated and value adding insights for customers * Assists customers to explore new ideas and to navigate the road ahead |

|  |  |  |
| --- | --- | --- |
| Business | Level |  |
| Business Acumen | C | * Uses in-depth knowledge of key business drivers, regulatory activity and customer requirements to leverage opportunities and minimise threats to business performance * Ultilises knowledge and analysis of internal and external business and industry trends, to identify opportunities and trade-offs to be made when formulating and executing business unit plans * Assists others to understand the commercial implications and customer impacts of their contributions * Uses knowledge of other business units plans and drivers to inform own business plans and the identification of opportunities and risks |
| Analysis and Problem Solving | C | * Takes a broad view when analysing complex and ambiguous situations * Recognises patterns and draws linkages between data and/or situations * Develops long term solutions that address the root cause of problems and prevent recurrences * Selects and uses problem solving tools appropriate to the problem and the context * Evaluates the effectiveness of implemented solutions |
| Continuous Improvement | B | * Analyses current processes and practices to identify opportunities for improvement * Identifies patterns in data and information and implements improvements based on this analysis * Has knowledge of and able to apply appropriate continuous improvement tools to achieve the best outcome * Undertakes improvement projects within own team or business area to improve outcomes by utilising innovative thinking |

## Mandatory Candidate Requirements

**Qualifications:**

* Tertiary qualification aligned to people, technology, business or economics or equivalent experience.
* Current NSW Drivers Licence.

**Knowledge:**

* Strong analytical and excel skills.
* A strong understanding of data analytics tools such as Power BI.
* Excellent data and systems integration knowledge.

**Experience:**

* Experience in designing / creating and publishing high quality automated reports and interactive dashboards.
* Experience using critical questioning with a range of internal and external stakeholders to ensure fit for use, accessible and insightful artefacts.
* Experience interpreting, obtaining key insights and documenting the narrative/s from a range of HR data collated from a wide range of sources.
* Experience in engaging with stakeholders at all levels within the organisation, creating a clear picture and connection to business objectives.

## Favourable Candidate Requirements

* Similar experience in other Government Agencies or State-Owned Corporations.

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical - Office based
* Police Check