

POSITION DESCRIPTION



Data Reporting Analyst

POSITION DETAILS

Position Title	Data Reporting Analyst
Classification	HEW 7
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

Responsible for developing Power BI dashboards, automating reports, and providing data visualisation to track program progress and support decision-making. Creates interactive dashboards for population analysis, wave tracking, enquiry management, and program metrics

KEY ACCOUNTABILITIES

- Build and maintain Power BI dashboards for program reporting
- Create visualisations for employee demographics and population analysis
- Develop wave progress tracking dashboards (calculation status, payment completion, enquiry volumes)
- Build interactive reports for executive and steering committee
- Automate weekly and monthly reporting processes
- Track and visualise enquiry metrics (volumes, categories, response times, resolution rates)
- Create ad-hoc reports and data visualisations as requested
- Compile wave closure reports with summary statistics
- Track training completion rates and mitigation progress metrics
- Monitor program KPIs and performance against targets
- Train stakeholders on dashboard usage and navigation
- Maintain data refresh schedules and gateway connections
- Document dashboard design, data sources, and calculation logic
- Support Data Lead with data preparation and analysis
- Hand over dashboards and documentation to BAU reporting team

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in Business Analytics, Data Science, Information Systems, or related field (or equivalent experience)
- 3+ years experience in data reporting and visualization
- Advanced Power BI skills - dashboard development, DAX, data modeling, visualizations
- Strong SQL skills for data extraction and transformation
- Experience with report automation and scheduling
- Understanding of data visualization best practices and user experience
- Ability to translate business requirements into effective dashboards
- Strong stakeholder communication and training skill

HIGHLY DESIRABLE

- Experience with Power BI gateways and scheduled refreshes
- Python for data analysis and automation
- Experience in program/project reporting environments
- Knowledge of payroll or HRIS reporting
- Familiarity with Agile/iterative delivery
- Experience training non-technical users on BI tools

KEY RELATIONSHIPS

- **This position reports to:** Program Data and Analytics Lead
- **This position supervises:** None
- **Key internal relationships:**
Senior Project Manager,
Project Teams,
Legal,
Governance Committees
- **Key external relationships:**
Partner Organisations,
Vendors,
Regulatory Stakeholders

CHALLENGES

- Dashboard performance - Ensuring dashboards load quickly with large datasets
- User adoption - Designing intuitive dashboards for non-technical stakeholders
- Changing requirements - Adapting dashboards as program needs evolve
- Data refresh timing - Managing gateway schedules and data currency

- Multiple audiences - Creating dashboards suitable for both operational and executive users
- Accuracy under pressure - Providing accurate metrics during high-stakes decision points
- Technical limitations - Working within Power BI/gateway constraints

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Matthew Bond

Date: 23/01/2026