

POSITION DESCRIPTION



Program Data and Analytics Lead

POSITION DETAILS

Position Title	Program Data and Analytics Lead
Classification	HEW 9
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

This role is accountable for data strategy and governance, remediation calculation, analytical outputs, data compliance and stakeholder reporting across the Pay Confidence Program

KEY ACCOUNTABILITIES

- Design and implement comprehensive data strategy for the program
- Work with Senior PMs (Remediation, Mitigation, Governance) to understand data needs and plan resource allocation during cross-stream prioritization discussions and negotiate timelines based on capacity.
- Lead data extraction, cleansing, and quality assurance across all source systems
- Approve all analytical findings, scope estimates, and liability calculations
- Present data insights and scope quantification to Steering Committee
- Review and approve remediation calculations outcome
- Design and oversee monitoring dashboards for program progress and control effectiveness
- Analyse error patterns to support root cause analysis and mitigation activities
- Provide executive reporting and data visualization to stakeholders
- Lead Data Stream team - coaching, development, performance management
- Ensure data governance, security, and compliance throughout program, Support legal and compliance reviews with data evidence and technical documentation
- Hand over analytical models, dashboards, and documentation to BAU teams

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in Data Science, Statistics, Business Analytics, Computer Science, or related field.
- Experience of automation of data models and reporting
- Experience in leadership roles with direct reports.
- Experience in large-scale data remediation or transformation programs.
- Extensive HRIS/Payroll systems experience (Apay, or similar).
- Advanced proficiency in Power BI, Oracle SQL, SAS and Excel.
- Experience with data quality assurance and governance frameworks.
- Proven ability to present complex data insights to executive audiences.
- Proven experience with stakeholder management in terms of task delivery timeline and work prioritisation.
- Strong analytical, problem-solving, and strategic thinking skills.

KEY RELATIONSHIPS

- **This position reports to:** Program Director
- **This position supervises:** HRIS Specialist, Senior Remediation Analyst, Data Reporting Analyst.
- **Key internal relationships:**
Program Director and Senior Project Managers,
Project Teams,
Legal,
Governance Committees
- **Key external relationships:**
Partner Organisations,
Vendors,
Regulatory Stakeholders

CHALLENGES

- Data quality at scale - Ensuring accuracy across multiple source systems with historical inconsistencies
- Complex data integration - Integrating disparate systems (HRIS, Payroll, T&A) with different structures
- Stakeholder confidence - Presenting data with appropriate certainty while managing scope uncertainty
- Team capacity management - Balancing analytical workload across waves and competing priorities
- Control effectiveness measurement - Designing metrics to validate mitigation success
- Cross-stream resource allocation - Managing competing demands from multiple streams with limited capacity

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