

# POSITION DESCRIPTION

## Strategic Workforce Intelligence Lead



### POSITION DETAILS

Position Title	Strategic Workforce Intelligence Lead
Classification	HEW Level 9
Position Number	7004101
School/Office	HR Operations & Enablement
Division	People and Culture/Operations

### POSITION PURPOSE

The Strategic Workforce Intelligence Lead is the University's domain authority for workforce data, responsible for enterprise governance, integrity and executive assurance. The role partners with the University Data Office to set workforce data standards, definitions and quality controls, and provides strategic workforce intelligence to support executive decisions, workforce planning and risk management.

The role owns and assures a finite set of executive-critical dashboards and automated reporting cycles and may directly undertake targeted operational reporting where required to stabilise data quality, uplift maturity, or mitigate enterprise risk, while routine or high-volume operational reporting is delivered by other analytics teams.

### KEY ACCOUNTABILITIES

- **Lead and define** enterprise workforce data governance, establishing domain standards, rules and stewardship practices that ensure accuracy, consistency and executive trust.
- **Establish and assure** workforce data quality controls, integrity mechanisms and compliance requirements, operating as the University's recognised domain authority and co-steward with the University Data Office. -steward with the University Data Office.
- **Provide strategic workforce intelligence** by synthesising complex cross functional datasets and presenting insights that support executive decision making, workforce risk management, forecasting and scenario planning -functional datasets and presenting insights that support executive decision-making and workforce risk management.
- **Own and assure** a finite set of **executive critical dashboards and automated reporting cycles**, ensuring they remain stable, accurate, compliant, and aligned to strategic priorities. -critical dashboards and automated reporting cycles

- **Shape and influence** standards, design principles and insight quality across analytics products delivered by other teams, ensuring enterprise cohesion and alignment without performing operational BI production.
- **Enable and uplift** workforce data capability across HR and P&C through stewardship, expert guidance and advisory leadership—not through training delivery or operational enablement.
- **Monitor, validate and safeguard** the integrity of workforce data assets, identifying anomalies, systemic risks and assurance gaps, and determining appropriate enterprise level responses. -level responses.
- **Advise and contribute strategically** to major organisational initiatives providing authoritative guidance on workforce data governance, integration and enterprise risk.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Essential

- Postgraduate qualifications and/or extensive relevant experience in workforce analytics, HR information systems, business intelligence, data science, or a related discipline.
- Demonstrated experience advising senior executives and shaping strategic decisions through high level workforce or enterprise data insights.-level workforce or enterprise data insights.
- Proven capability to interpret and synthesise complex datasets to highlight workforce risks, trends and strategic implications.
- Demonstrated expertise in data governance, quality assurance and enterprise data standards, particularly within a workforce or HR domain.
- Highly developed communication skills, with the ability to distil complexity into clear, executive ready analysis and recommendations.-ready analysis and recommendations.
- Proven ability to operate under broad direction, applying independent judgement in sensitive, ambiguous and complex decision environments.

### Desirable

- Experience governing or assuring executive critical dashboards in a large, complex organisation.-critical dashboards in a large, complex organisation.
- Familiarity with enterprise data governance environments or cloud-based reporting ecosystems.-based reporting ecosystems.
- Demonstrated exposure to, or understanding of, Strategic Workforce Planning principles and methodologies, including supply/demand analysis, capability mapping and scenario modelling.

## KEY RELATIONSHIPS

### Reports to

- Director, HR Operations & Enablement

### Supervision

- Nil direct reports
- Provides strategic domain leadership, stewardship and influence across HR and P&C

### Key Internal Relationships

- University Data Office (strategic data governance partnership)
- HR Operations (including payroll- related workforce data stakeholders)-related workforce data stakeholders)
- HR Systems
- People & Culture (including Workforce Planning)
- Finance (Management Accounting & Business Partnering)
- Information & Digital Technology (Data & Analytics)

### Key External Relationships

- External workforce analytics specialists (as required)

- Sector workforce benchmarking and regulatory bodies (as required)

## CHALLENGES

- Embedding enterprise-wide workforce data governance across multiple systems, stakeholders and functional owners. -wide workforce data governance across multiple systems, stakeholders and functional owners.
- Ensuring trust and consistency in workforce data used for strategic workforce planning and executive decision making. -making.
- Maintaining the accuracy and stability of executive critical dashboards and reporting cycles while avoiding operational BI responsibilities.. -critical dashboards and reporting cycles while avoiding operational BI responsibilities.
- Influencing cross functional stakeholders where formal authority is limited, relying on stewardship and domain expertise. -functional stakeholders where formal authority is limited, relying on stewardship and domain expertise.
- Translating complex workforce risks and data issues into clear, actionable insights for senior leaders.

## 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:**

**Date:**