

POSITION DESCRIPTION



Workforce Reporting Analyst



POSITION DETAILS

Position Title	Workforce Reporting Analyst
Classification	HEW Level 7
Position Number	7015410
School/Office	HR Operations & Enablement
Division	People and Culture/Operations

POSITION PURPOSE

The Workforce Reporting Analyst is responsible for delivering accurate, timely and reliable workforce reporting and analytics to support workforce planning, operational decision-making, regulatory obligations and organisational reporting requirements. The role works closely with the Strategic Workforce Intelligence Lead to apply agreed workforce data standards, definitions and quality controls, ensuring reporting is consistent, trusted and fit for purpose.

The role manages and maintains a defined portfolio of workforce dashboards, reports and automated reporting cycles, monitoring data quality and resolving issues to ensure reporting integrity. Where required, the role undertakes targeted analysis and reporting activities to address data quality issues, improve reporting processes, support business requirements and mitigate reporting risks, while routine and high-volume reporting is delivered through established analytics processes.

KEY ACCOUNTABILITIES

- Contribute to the application of workforce data standards, definitions and reporting practices to support accurate, consistent and reliable workforce reporting.
- Apply established workforce data quality controls and validation processes, identifying and resolving data issues and escalating material integrity or compliance concerns where required.
- Uphold a high standard of data governance and confidentiality, applying appropriate access controls and privacy safeguards when handling sensitive workforce and payroll information
- Analyse workforce data from multiple sources to produce meaningful insights that support workforce planning, operational decision-making, reporting requirements and workforce risk management.
- Develop, maintain and assure a defined portfolio of workforce dashboards, reports and automated reporting cycles, ensuring outputs are accurate, timely, reliable and aligned with agreed business requirements.

- Support the preparation, validation and timely submission of regulatory and statutory workforce reporting (e.g. WGEA, TCSI staff data), ensuring submissions are accurate, reconciled and compliant with reporting requirements.
- Triage and prioritise reporting and data requests in consultation with the Strategic Workforce Intelligence Lead.
- Maintain thorough documentation for all work, including business rules, data definitions, query logic, process runbooks and change records, to support continuity, auditability and knowledge transfer.
- Work collaboratively with analytics and reporting team to promote consistent reporting standards, data definitions and approaches across workforce reporting products.
- Build data literacy across HR and People & Culture, sharing knowledge and supporting stakeholders to use workforce reporting and self-service tools with confidence.
- Support the continuous improvement of workforce reporting capability by identifying opportunities to improve data quality, reporting processes, automation and the usability of workforce insights.
- Monitor and validate workforce data and reporting outputs, investigating anomalies, data discrepancies and quality issues and coordinating appropriate resolution with relevant data owners and stakeholders.
- Provide reporting and analytical support to HR and People & Culture stakeholders, responding to business requirements and providing evidence-based insights to inform workforce planning and decision-making.
- Contribute to organisational projects and initiatives by providing workforce reporting, data analysis and advice on data requirements, reporting impacts, data quality and integration considerations.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- A degree in workforce analytics, HR information systems, business intelligence, data science or a related discipline, and/or equivalent relevant experience.
- Advanced Excel user with exposure to Power Query and Power Automate, and demonstrated experience with SQL and Power BI, including writing SQL against relational databases (Oracle desirable) and developing Power BI reports and dashboards.
- Demonstrated experience collecting, validating and analysing complex workforce and HR datasets from multiple sources to identify trends, patterns and risks, ensuring accuracy, consistency and reliability of reporting.
- Demonstrated experience adhering to an extremely high standard of data governance discipline and data confidentiality when working with sensitive workforce information, with a strong habit of documenting all work.
- Highly developed communication and stakeholder engagement skills, with the ability to translate complex workforce data into clear, concise insights, build data literacy across HR, and share knowledge as a collaborative team player.
- Demonstrated ability to manage competing priorities and deliver high-quality work within agreed timeframes, with strong attention to detail and a continuous improvement mindset.

Desirable

- Advanced user of Power Query, demonstrate experience setting up Power automate flows and delivering end-to-end Power BI reporting.
- Experience using Python for data extraction, transformation or automation.
- Experience working with HR or workforce data, enterprise reporting frameworks, data governance standards, and business intelligence or cloud-based reporting environments.

KEY RELATIONSHIPS

Reports to

- Strategic Workforce Intelligence Lead

Supervision

- Nil direct reports

Key Internal Relationships

- University Data Office (strategic data governance partnership)
- HR Operations (including payroll- 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

- Maintaining the accuracy and stability of executive-facing dashboards and reporting cycles that draw on multiple source systems.
- Balancing ad-hoc reporting requests against scheduled reporting cycles and regulatory submission deadlines.
- Applying consistent workforce data definitions and quality controls where data is owned by multiple teams and systems.
- Upholding the highest standards of confidentiality while enabling appropriate access to workforce insights.
- Translating complex workforce data and data quality issues into clear, actionable insights for HR stakeholders and 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: Lead People and Culture Business Partner

Date: 27 October 2026