

Role Description

Principal Workforce Analyst

Classification: AS07

Group: Workforce, Population and Migration

Position Number: P51918

Team: Workforce Planning and Analysis

About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:

Department of State Development | statedevelopment.sa.gov.au

Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

| | | | |
|--|--|---|--|
|  <p>Service</p> <p>We proudly serve the community and Government of South Australia</p> |  <p>Professionalism</p> <p>We strive for excellence</p> |  <p>Trust</p> <p>We have confidence in the ability of others</p> |  <p>Respect</p> <p>We value every individual</p> |
|  <p>Sustainability</p> <p>We work to get the best results for the current and future generation of South Australia</p> |  <p>Collaboration & Engagement</p> <p>We create solutions together</p> |  <p>Honesty & Integrity</p> <p>We act truthfully, consistently and fairly</p> |  <p>Courage & Tenacity</p> <p>We never give up</p> |

About The Role

The Workforce, Population and Migration Group helps to build South Australia's labour force through population and migration strategy and initiatives, and support industry to attract and retain the workforce it requires, including through workforce planning and development.

As the Principal Workforce Analyst, you will deliver a range of workforce modelling, data collection, analysis, and reporting activities. Your expert advice, recommendations and reporting will inform decisions relating to the State's current and future workforce capabilities and capacity.

What you will do (results to be achieved)

1. Develop and implement analytical methodologies and models which incorporate relevant data, and industry and market intelligence from a range of sources in a targeted and meaningful manner to enable timely and informed decision making.
2. Analyse and interpret information, undertake research to identify workforce trends and intelligence, validate workforce analysis results and applied assumptions, ensuring data and results are robust and reliable.
3. Communicate key trends, issues and advice relating to the State's current and future workforce capabilities and capacity.
4. Develop and maintain engagement, consultation and partnerships with key internal and external stakeholders to achieve strategic objectives and support the delivery of workforce plans and projects.
5. Formulate and implement reports using contemporary workforce models, systems and tools to monitor data, outcomes, trends and opportunities.
6. Provide workforce analytics and advice to Ministers, executive and senior leadership, and industry stakeholders to inform decision-making on workforce development activities.
7. Contribute to and ensure a safe, diverse and healthy work environment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies.
8. Upholds the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

The Capabilities You Will Bring (key competencies)

Essential Technical Experience and Knowledge:

- Knowledge of statistical and econometric theories and principles, and experience in delivering data analysis and modelling from a range of variables and sources.
- Knowledge of workforce and labour market data sources, concepts, classifications and analysis techniques
- Experience designing and developing data reporting products with a qualitative problem-solving skill set.
- Ability to identify trends from complex economic data sets, communicating technical information and providing advice in a meaningful way.
- Knowledge of SQL, R or related programming languages (Desirable).
- Experience in creating and maintaining industry-wide, and whole-of-economy labour market models (Desirable).

Personal Skills:

- Demonstrated strong communication and interpersonal skills to advise and liaise effectively at senior levels.
- Ability to operate in an environment with tight deadlines, organise the progression and completion of multiple tasks and projects, and negotiate timeframes.
- Proven ability to build and maintain effective working relationships and networks with a range of stakeholders.
- Proven research and analytical skills drawing from a range of inputs to deliver comprehensive information and reporting.

Qualifications:

- Essential: Nil.
- Desirable: Tertiary qualifications in statistics, economics, business or finance related disciplines.

Reporting / Working Relationships

- Reports to: Senior Manager, Workforce Planning
- Direct Reports: Nil.
- Works with:
 - Senior executives and leaders across the Department
 - Staff across the Department, other state government, Commonwealth and local government agencies
 - Industry and employer groups, major corporate entities and other businesses and stakeholders

DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed
 - National Police Check (NPC)
 - General Employment Probity Check (DHS)
 - Working with Children Check (DHS)
 - Baseline Vetting