

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	People Strategy
Position Title:	Advisor, Workforce Analytics
Position Number:	P63989
Classification:	Administrative Services Officer Class 5
Immediate Supervisor:	Assistant Director, Workforce Analytics
Security Clearance Required:	No
Location:	Hybrid – Hedley Beare Centre for Teaching and Learning (HBCTL), Stirling ACT and work from home
Last Reviewed:	August 2026

DIRECTORATE OVERVIEW

The Education Directorate delivers high-quality, inclusive and equitable education services to support every child and young person in the ACT to learn for life. The Directorate operates the ACT's network of public schools and regulates non-government schools and early childhood education and care services.

The ACT public education system continues to grow, with more than 50,000 students enrolled across 93 public schools, including early childhood schools, preschools, primary schools, high schools, colleges, specialist schools, and combined-year schools. The Directorate also plans and coordinates early childhood education and care services across the ACT.

The Directorate employs over 8,000 staff and is organised into five groups:

- School Improvement
- Infrastructure and Digital Services
- System Policy and Reform
- Chief Operating Officer
- Service Design and Delivery

The Education Directorate is one of seven ACT Government Directorates working collaboratively to deliver government priorities and serve the community.

Further information about working in the ACT Public Service and the Education Directorate is available at: <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>

BRANCH OVERVIEW

The People and Performance Branch delivers strategic and operational human resource services that support the Directorate to maintain a highly skilled, sustainable and values-driven workforce. The Branch incorporates Recruitment, People Strategy, People and Conduct, the New Educator Support Program, Teacher Workload Reform, and Workplace Relations.

As part of the Chief Operating Officer Group, the Branch provides client-focused HR expertise across workforce planning, organisational design, recruitment and retention, learning and development, employee and industrial relations, rewards and recognition, and workplace culture.

POSITION OVERVIEW

The Workforce Analytics Advisor provides workforce data analysis, reporting and insights to support the Education Directorate and the People and Performance Branch. The role contributes to workforce planning, reporting and people-related initiatives through the collection, analysis and interpretation of workforce data from a range of sources.

Working under general direction, the position supports the development and maintenance of workforce reporting products, contributes to data quality improvement activities, and prepares analysis to inform operational and strategic workforce decisions. The role works collaboratively with stakeholders across the Directorate to understand business needs and provide evidence-based workforce insights.

You will work in a dynamic and collaborative environment, with opportunities to further develop technical expertise (including Power BI), data improvement initiatives, and contribute to strategic workforce outcomes. This role is well suited to a technically capable and adaptable professional with a background in workforce, HR or payroll data.

The ACT Public Service (ACTPS) is a values-based organisation. All employees are expected to demonstrate the core values of Respect, Integrity, Collaboration and Innovation, and the associated behaviours in their work.

YOUR DUTIES AND RESPONSIBILITIES

Working under general direction, this position is responsible for:

1. Developing and maintaining workforce reports, dashboards and data visualisations, including Power BI reporting products, to support workforce monitoring and decision-making.
2. Extracting, validating and analysing workforce data from a range of systems, including HR, payroll, recruitment and survey platforms.
3. Providing workforce analysis and preparing reports, briefings and data summaries to support business units, projects and workforce planning activities.
4. Monitoring workforce data quality and contributing to improvements in data management processes, reporting practices and information integrity.
5. Responding to workforce data requests and providing timely, accurate and practical advice to stakeholders.

6. Identifying workforce trends, patterns and issues and presenting findings in a clear and accessible manner for a range of audiences.
7. Supporting the delivery of workforce planning, people strategy and organisational improvement initiatives through evidence-based analysis and reporting.
8. Building productive working relationships with stakeholders across the Directorate to understand reporting requirements and support business outcomes.
9. Contributing to continuous improvement activities that enhance workforce analytics capability, reporting efficiency and service delivery.

Professional and Technical Skills, and Knowledge

1. Demonstrated experience working with workforce, HR, payroll or related datasets, including the ability to collect, analyse and interpret information from multiple sources.
2. Sound skills in Microsoft Excel and data manipulation techniques, with experience using reporting and visualisation tools such as Power BI highly desirable.
3. Ability to investigate issues, identify trends and apply analytical thinking to support business outcomes and decision-making.
4. Effective communication and stakeholder engagement skills, including the ability to explain data findings to both technical and non-technical audiences.
5. Well-developed written communication skills, with the ability to prepare clear reports, briefings and business documentation.
6. Demonstrated ability to manage priorities, meet deadlines and deliver quality outcomes in a dynamic environment.

Behavioural Capabilities

1. Demonstrates initiative and sound judgement in undertaking work priorities and resolving routine to moderately complex issues.
2. Works collaboratively with colleagues and stakeholders, contributing positively to team objectives and organisational outcomes.
3. Maintains professionalism, discretion and accountability when handling workforce information and sensitive data.
4. Adapts to changing priorities and business requirements while maintaining a focus on delivering quality outcomes.
5. Demonstrates a commitment to learning, continuous improvement and the ACTPS Values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements / Qualifications

- This position does not require tertiary qualifications.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People registration.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never

Designated workstation	Frequently
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STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never

Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never