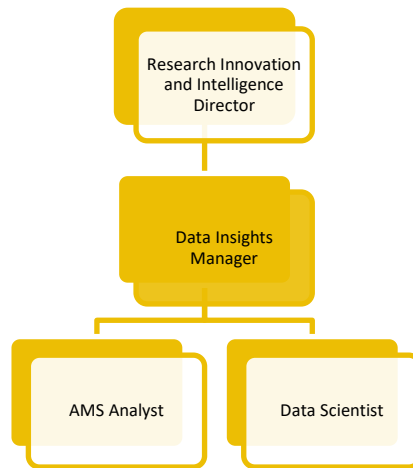


## POSITION DESCRIPTION

POSITION TITLE	Data Insights Manager
APPROVAL DATE	May 2025



### ABOUT WAIS

The Western Australian Institute of Sport (WAIS) was established in 1984 to enable Western Australian athletes to achieve international sporting success. WAIS operates in partnership with National Sporting Organisations and State Sporting Associations, the Department of Local Government Sport, and Cultural Industries and VenuesWest to deliver high performance daily training environments for sports and athletes in support of the National High Performance Sport Strategy outcomes.

Our purpose is to enable Western Australian athletes to achieve international sporting success and our vision is to have Western Australian sporting champions creating community pride and inspiring the next generation.

We do not support a win at all costs culture – success for us is about **winning well**. We are about our people and creating a culture of excellence, teamwork and respect. From athletes to support staff, everyone at WAIS plays a critical role in our success.

### OUR VALUES

Passion	Quality	Integrity	Teamwork
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### POSITION PURPOSE

The Data Insights Manager leads the development and management of data infrastructure, analytics, and reporting systems to support evidence-based decision making across all areas of WAIS. The role provides expert advice and consulting services to Sport Programs and the Executive, enabling performance forecasting, target setting, and strategic reporting aligned with WAIS's objectives. In delivering high-quality data solutions, this role will also uphold the principles of winning well.

### KEY RESPONSIBILITY AREAS (KRAs)

KRA 1	Data Infrastructure, Policies and Processes
KRA 2	Data Analytics and Reporting
KRA 3	Team Leadership and Stakeholder Management
KRA 4	Safety and Policy
KRA 5	Continuous Improvement
KRA 6	Other duties

KEY RESPONSIBILITY AREAS (KRAs)	
<b>1</b>	<b>Data Infrastructure, Policies and Processes</b>
<b>1.1</b>	Lead the development of data infrastructure, policies and processes to support the core function Sport Programs.
<b>1.2</b>	Project manage the development and maintenance of data infrastructure, policies and processes for data collection, storage/warehousing, security, reporting systems, dashboards and performance metrics to strengthen sport and corporate intelligence, support key decisions and inform future planning.
<b>1.3</b>	Oversee the delivery of data informed support systems to the Sport Programs to optimise both individual and team performance.
<b>1.4</b>	Collaborate with internal stakeholders to develop tools and frameworks to acquire data from primary and secondary sources.
<b>2</b>	<b>Data Analytics and Reporting</b>
<b>2.1</b>	Develop robust protocols for data analytics and reporting of insights across both sport program and corporate functions of WAIS.
<b>2.2</b>	Lead the structure of the Data Insights Team to generate insights that allow for data informed decision making across the organisation
<b>2.3</b>	Routine reporting on the operations and outcomes of the Data Insights Team to the Senior Leadership Team.
<b>3</b>	<b>Team Leadership and Stakeholder Management</b>
<b>3.1</b>	Manage the Data Insights team, driving performance and fostering a culture of excellence, collaboration, and integrity.
<b>3.2</b>	Perform managerial functions such as budgets and business planning.
<b>3.3</b>	Build and maintain strong relationships with internal and external stakeholders
<b>3.4</b>	Liaise and represent WAIS on relevant National Institute Network projects and working groups.
<b>4</b>	<b>Safety and Policy</b>
<b>4.1</b>	Ensure high-performance environments are safe and policy compliant.
<b>4.2</b>	Uphold relevant policies and procedures, promoting a culture of safety and responsibility.
<b>5</b>	<b>Continuous Improvement</b>
<b>5.1</b>	Ensure best practice by frequent monitoring and understanding of modern data insight trends.
<b>6</b>	<b>Other duties</b>
<b>6.1</b>	All other duties as required.

## POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

### Minimum Credentials

- Degree or higher qualification/s and demonstrated experience in data science, data engineering, data or business analytics.
- Post-graduate qualification in business administration or data science (desirable)
- Strong proficiency in SQL, Python, R, Java.
- Hands-on experience with Databricks for data engineering, machine learning workflows, and collaborative analytics.
- Proficiency in modern collaborative analytics platforms including Hex.
- Experience designing and managing ETL pipelines, data warehouses (Snowflake).
- Familiarity with BI tools (Power BI).
- Knowledge of cloud environments (Azure) and cloud-native data services.
- Demonstrated management experience, with a strong track record of achieving success in managing a team to deliver organisation objectives, in a complex environment.
- Excellent interpersonal and written communication skills with a demonstrated ability to effectively engage senior management, colleagues and stakeholders at all levels.
- Strong, demonstrated experience building systems to analyse qualitative and quantitative data to produce thematic and data specific reports and narrative to suit diverse audiences.
- Experience in managing data acquisition including the evaluation of a diverse range of data providers.
- Above all else, you are a genuine team player that cares about others and always acts with kindness and integrity.
- Experience within the sporting sector will be highly regarded but is not essential.
- Please note: This role may require a valid WWCC and will be subject to a National Police Criminal History check prior to appointment

## WORKING WITH CHILDREN

WAIS is committed to protecting children and young people from harm. We require all applicants that will work with children and young people to undergo an extensive screening process prior to appointment. All staff must commit to the WAIS Child Safe Commitment Statement which is:

All children and young people have the right to be and feel safe. In pursuit of their high-performing sporting aspirations, children and young people and their families place their trust in WAIS. WAIS is committed to the safety, wellbeing and empowerment of all children and young people involved in our organisation. Everybody at WAIS is responsible for working together to proactively address risks to child safety and continuously improve our child safe culture and practices.

WAIS has 100% commitment to child protection and the physical and psychological safety of children and young people. All allegations, disclosures and concerns will be treated seriously and responded to immediately, consistent with our policies and procedures.

## CITIZENSHIP/VISA

You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify WAIS if your right to work in Australia ceases.

VALUE	INDICATOR
<b>Passion</b> We have a passion for high performance and the desire to demonstrate our commitment of mind and body to WAIS and its purpose.	<ul style="list-style-type: none"> <li>• Has a positive influence on people and the team</li> <li>• Demonstrates high levels of resilience</li> <li>• Value the purpose of high-performance sport</li> <li>• Demonstrates a determination to make a valuable contribution</li> </ul>
<b>Quality</b> We have a personal commitment to provide the highest quality service.	<ul style="list-style-type: none"> <li>• Provides useful and responsive support</li> <li>• Work is reliable and consistently of a high standard</li> <li>• Builds trust and confidence when delivering a service</li> <li>• Anticipates issues and opportunities and is proactive to provide guidance</li> <li>• Pays to attention to detail</li> </ul>
<b>Integrity</b> We follow moral and ethical convictions by doing the right thing in all circumstances.	<ul style="list-style-type: none"> <li>• Treats people with respect, courtesy, and kindness.</li> <li>• Actions are ethical, honest, and truthful</li> <li>• Always maintains consistency of character</li> </ul>
<b>Teamwork</b> We work cooperatively and effectively with others to achieve common goals and participates in building a group identity characterised by pride, trust, and commitment.	<ul style="list-style-type: none"> <li>• Positively participates in the development of team goals</li> <li>• Cooperates with other team members to attain common goals</li> <li>• Contributes to the identification and removal of barriers within the team</li> <li>• Recognises the contribution of others to achieving team goals</li> </ul>

### Our Diversity Message

We are passionate about helping people lead positive, healthy, and active lives. We embrace diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, life stage, and encourage everyone to apply.

### Our Safety Message

WAIS strives to be a safe environment for all. We actively undertake measures to ensure the safety of children and young people, athletes, and vulnerable people in our physical, digital, and cultural environment. This includes risk assessing our positions to determine which require a Working with Children clearance.

### Employment Policies

The conditions outlined within the WAIS Employment Policies Manual and your individual letter of employment, shall apply at all times.

### Employee Agreement

Name	Signature	Date