Position Title	Assurance Reporting Manager
Classification	Level 8
School/Division	People & Culture
Centre/Section	Employee Payment Project
Supervisor Title	Assurance Lead
Supervisor Position Number	
Position Number	

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership an create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Assurance Lead

Your role

The Reporting Manager will be a key player in the program aimed at resolving employee entitlements, overseeing the collection, analysis, and dissemination of project data across multiple projects. The role will ensure accurate and timely reporting to stakeholders, support decision-making processes, and maintain transparency throughout the program. The Reporting Manager will work closely with the Program Manager, Project Leads, Program Coordinator and other team members to compile comprehensive reports that reflect the program's progress, challenges and achievements.

Your key responsibilities

Develop and maintain assurance reporting frameworks, dashboards, models, and templates for the program.

Work with external vendors to migrate calculation models to UWA infrastructure and establish ongoing reporting processes.

Collect, analyse and interpret data from various projects within the program.

Prepare and distribute regular status reports to stakeholders, including senior management.

Ensure accuracy and consistency in all program-related reports.

Monitor and track key performance indicators (KPIs) and metrics.

Identify and escalate any issues or risks identified through reporting.

Collaborate with the Program Manager and Project Leads to gather necessary data and insights.

Support the program's decision-making processes by providing relevant and timely information.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Extensive relevant experience at an appropriate level.

Strong ability to analyse complex data and generate meaningful insights.

High level of accuracy in data collection, analysis and reporting.

Excellent written and verbal communication skills for effective report preparation and stakeholder engagement.

Proficiency in using reporting tools and software, such as Excel, Power BI or others

Ability to manage multiple reporting tasks and deadlines efficiently.

Capable of identifying issues through data analysis and proposing actionable solutions.

Ability to work effectively with the Program Manager, Project Leads and other team members to gather and validate data.

Flexibility to adapt to changing reporting requirements and program needs.

Special requirements (selection criteria)

Some after-hours work may be required.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see Code of Conduct.

To learn more about Diversity, Equity and Inclusion, see Diversity, Equity and Inclusion.

To learn more about Safety, Health and Wellbeing, see Safety, Health and Wellbeing.