



Jay Gao

MANAGER

## QUALIFICATIONS

### **Australian National University (ongoing)**

Graduate Certificate of Applied  
Data Analytics

### **University of Canberra**

Master of Human  
Resource Management

### **University of Canberra**

Bachelor of Business Administration  
(HRM / Banking and Financial Services)

## INDUSTRY EXPERIENCE

Human resources, data analysis,  
model / tool development, research,  
strategic planning, stakeholder  
engagement, risk identification /  
mitigation, process development and  
implementation, workforce planning.

## CURRENT CLIENTS AND PROJECTS

Australian Defence Force

## OVERVIEW

Jay is an experienced Human Resources professional who brings strong expertise in workforce planning, data analytics, project management, stakeholder engagement and system implementation.

He has unique experience in leveraging technology and data to inform operational and strategic decision-making within Commonwealth Government departments.

Energetic, collaborative and results-oriented, Jay's strengths lie in his ability to readily adapt to changing environments and manage multiple priorities to tight deadlines.

## CAREER HIGHLIGHTS

- Managing resourcing and capability requirements to successfully deliver a major Commonwealth Government department ICT infrastructure project.
- Conducting a workforce analysis of two Commonwealth Government departments in machinery-of-government change operations.
- Developing and running an Australian HR Institute work experience program for Airservices Australia.
- Developing a five year workforce planning model currently used by a large Commonwealth Government department. This involved forecasting expected resourcing and workforce requirements, developing stakeholder engagement across department functions and leadership levels, and creating metrics and processes for ongoing periodic reviews.