

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Business Analyst
Position Number:	Generic
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Purchasing, Performance and Reform
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Relevant PPPR Manager / Director
Effective Date:	August 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Background:

Policy, Purchasing, Performance and Reform (PPPR) within the Department of Health (DoH) performs the core system management functions of strategy and planning, purchasing, performance management, monitoring, reporting and analysis on behalf of the Secretary and responsible Ministers. PPPR has a whole of system focus, working in a network model to strategically bring these functions together in managing health services and service delivery organisations.

Primary Purpose:

The Senior Business Analyst role provides complex analyses and reporting that is accurate, reliable, and tailored to meet the requirements of Government and the DoH. Through the application of specialised advice, business analysis and modelling, and standardised project management methodology, as appropriate, the role is engaged in one or more complex activities that implements high priority Government initiatives to address increasing pressure on Tasmania's public hospitals and across the broader Tasmanian health system and enhances the performance of assigned programs, projects and/or service delivery.

Duties:

1. Deliver innovative, cost-effective, and sustainable advice and support on a range of issues related to the implementation of high priority Government initiatives to address increasing pressure on Tasmania's public hospitals and across the broader Tasmanian health system. Work contexts could include policy development; business analysis; managing small projects and components of larger projects, programs or change activities; performance analysis and reporting; information management and business improvement.
2. Undertake complex and in-depth research and analysis, including financial and/or demand modelling and maintain regular and detailed analytical processes to inform and shape decisions in relation to the implementation of those initiatives.
3. Establish and build productive partnerships with colleagues to identify and negotiate business requirements while effectively managing expectations. Develop and maintain effective and productive relationships with all relevant stakeholders within the DoH, other Government agencies and the private and non-Government sector.
4. Be proactive in supporting and building a culture of high performance and teamwork by modelling a collaborative, consultative and cooperative approach. This encompasses:
 - Working within agreed objectives and performance expectations.
 - Engaging with others to build respect, resilience, and proactive conflict resolution.
 - Sharing information and mentoring others to build capability across teams.
 - Identifying and escalating matters of risk, probity and/or compliance with legislation and/or policy.
5. Manage programs or projects and undertake appropriate research, investigation, engagement, analysis, risk assessment, and modelling. As a team member, collaborate with colleagues and stakeholders to support the management, development and implementation of initiatives and address potential barriers, seek multiple stakeholder input to build engagement, facilitate change initiatives and ensure that program/project outcomes align to strategies, policies, and procedures.
6. Prepare and develop high level correspondence, business cases, procurement documents, reports, briefings, including recommendations, for a broad range of stakeholders including the Minister for Health, the Secretary DoH, and other senior management as required.
7. Demonstrate a commitment to a continuous-learning and improvement culture where team input, innovation and professional learning opportunities are valued and invested in. Proactively identify learning opportunities for team members to extend their skills and experience. Invite and provide alternative viewpoints, share information and learning across teams, engage with other teams and units to jointly solve issues. Regularly update knowledge base, or other relevant repository, that supports these activities.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the broad direction of the relevant PPPR Manager / Director, the Senior Business Analyst provides complex analyses and reporting that is accurate, reliable, and tailored to meet a range of issues related to the implementation of high priority Government initiatives.

The occupant will:

- Assume responsibility for the management of specific projects and major tasks and is expected to provide advice to other staff in relation to these matters.
- Undertake complex and in-depth investigation, review, research, analysis, and integration of varied and diverse critical Government initiatives to support and contribute to effective service delivery outcomes.
- Perform duties with considerable independence and autonomy in determining priorities, approaches and delivering outcomes. Activities are complex and significant in the context of the delivery of outcomes for PPPR and the DoH as a whole.
- Utilise expertise and initiative in leading activities, including analyses, risk identification and management, reporting and preparing options and recommendations and developing and implementing solutions for improved service delivery outcomes.
- Provide support, guidance, and instruction to other officers within PPPR in undertaking specific tasks and projects.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Significant expertise and in-depth experience in providing specialist advice and high level support services that contributes to the implementation of varied and diverse critical Government initiatives.

2. Demonstrated project management skills, together with the ability to undertake research, analysis, investigation, and risk assessment activities, including developing and preparing high level correspondence and reports tailored to a variety of audiences.
3. Highly developed critical thinking, initiative, flexibility and creativity in developing options and recommendations to resolve problems, determine priorities and milestones to support the achievement of organisational objectives and improve service delivery outcomes.
4. Demonstrated high level computer literacy skills, including the ability to use spreadsheets, various systems and databases, and word processing applications to undertake complex modelling tasks.
5. Highly developed interpersonal and communication skills, including negotiation and conflict resolution skills, with the ability to build and maintain relationships with a variety of internal and external stakeholders, including the demonstrated ability to identify and negotiate mutually acceptable solutions in situations of differing interest.
6. Proven capacity to work as an effective member of a team in a high pressure, high volume work environment, and the demonstrated capacity to work under minimal direction and supervision.
7. Demonstrated knowledge and understanding of the health sector and the political, social, and organisational environment of the DoH or the ability to quickly acquire this.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).