

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Budget Analyst
Position Number	002945, 004390
Business Unit	Business and Executive Services
Branch / Section	Finance and Payroll Services
Location	Hobart
Immediate Supervisor	Manager, Budget and Financial Systems
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full-time
Classification	Band 6

Focus:

To provide assistance to the Manager, Budget and Financial Systems in the implementation and coordination of appropriate strategies to support efficient budget and financial management.

Primary Duties:

- Assist in the development, implementation and maintenance of systems and procedures to ensure that the Department's budget is managed within approved allocations.
 - Undertake and manage major accounting projects including assisting in, or undertaking special financial investigations and policy development activities.
 - Undertake complex financial research, analysis and reconciliation tasks.
 - Assist the supervisor and provide advice to Departmental management and budget managers on financial management issues as required.
 - Provide effective and timely financial reports and advice to Departmental Management and Budget managers.
 - Represent and advocate the Agency's requirements at committees and other forums as required.
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Scope of Work:

Responsible for the implementation of policies, regulations and plans to provide efficient and effective program or service delivery outcomes. There is a clear and direct effect on efficient and effective operation of the function or program activities.

Direction and Supervision:

The position operates with a significant degree of independence and autonomy in day to day activities and is accountable to the Manager for the identification of goals and objectives.

Selection Criteria:

1. Extensive knowledge and experience in contemporary financial management, budgeting and government accounting practices and procedures, including the application of statutory requirements and Treasurer's instructions.
2. Well-developed strategic, planning, research and analytical skills including the ability to operate in a politically and industrially sensitive environment and understand the social and organisational issues in order to make sound judgements about appropriate strategies
3. Well-developed resource management and leadership skills.
4. Demonstrated understanding and experience in computerised financial information systems together with the ability to develop, maintain and utilise same.
5. High-level communication and negotiation skills and high level conflict resolution skills. An ability to represent the Department, explain its goals, policies and services and identify mutually acceptable solutions in situations of competing priorities.
6. Ability to provide analysis and advice relating to financial information, prepare appropriate reports including recommendations and corrective actions as well as plan and undertake projects of varying complexity and priority.

Qualifications and Experience:

Desirable Requirements:

Successful completion of, or substantial progress towards, tertiary qualifications is highly desirable.

Essential requirements:

Pre-Employment Checks:

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is

expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

The working environment is largely office based, however intra-state travel may be required. During the emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

Felicity Novy

MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 24 February 2025