

# Government Business Analyst

## Statement of duties

Position number	723253
Location	Hobart
Division	Economic and Financial Policy
Branch	Shareholder Policy and Markets
Award	Tasmanian State Service Award
Classification	General Stream, Band 4
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch include:

- managing the State's interest in Government businesses and ensuring a strong governance regime. Specifically:
  - *Ownership*: providing advice on strategic business issues including investment, diversification, restructuring and corporate alignment with Government policy priorities;
  - *Performance Monitoring*: the analysis of Government business Corporate Plans, quarterly, half-yearly and annual reports and the provision of advice based on this analysis;
  - *Governance*: providing advice on corporate governance issues, including best practice, director appointments, inductions and director training; and
  - the management and resolution of day to day issues and administrative tasks in relation to the above through ongoing engagement with Government businesses and other internal and external stakeholders; and
- managing the Government's interaction with the international credit rating agencies and the provision of advice on associated issues.

The policy issues addressed by the Branch are inherently complex involving multiple stakeholders with a range of perspectives.

## Position objective

The Government Business Analyst will develop and utilise their existing skills and experience to support the work of the Shareholder Policy and Markets Branch in managing the State's interest in Government businesses and ensuring a strong governance regime. The position plays a particularly important role in supporting the work of more senior Branch members through the undertaking of analysis and research and the provision of accurate and quality advice.

In the context of the selection criteria, to be successful in the position applicants will have:

- the ability to effectively work across a range of policy areas and issues;
- an excellent capacity to quickly develop knowledge and skills;
- the ability to understand and provide sound advice on financial and non-financial information;
- the ability to communicate effectively with a range of stakeholders; and
- the capacity to show initiative and be a strong contributor in a small team environment.

## Primary duties

The Government Business Analyst's primary duties include:

- undertaking research, investigation and analysis of financial, economic, legal and other non-financial information in relation to the performance, accountability and governance of Government businesses;
- assisting with the administration of legislation concerning the operation and governance of Government businesses;
- leading the coordination of branch administrative tasks;
- contributing to the development of policy advice in respect of the Government's role as shareholder of Government-owned businesses;
- preparing briefs, correspondence, submissions and reports and liaising with other officers, agencies, Government businesses, market participants and the private sector as required;
- supporting the collection of information from Government businesses on expected financial returns to Government for input into the State's Budget process; and
- providing administrative and other support to senior Branch officers.

### **Level of responsibility, direction and supervision**

The Government Business Analyst requires an understanding of operational guidelines, systems and processes and will receive general direction from the Assistant Director to achieve the required outcomes. The Government Business Analyst co-ordinates and integrates operational functions, interpreting the decision-making framework within which the work activity occurs to resolve complex operational issues. The Government Business Analyst may also supervise a small team of employees, including instruction, guidance and mentoring.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare all documentation with good accuracy and drafts of information that require interpretive ability; clearly and succinctly convey ideas and information, including to present a case in support of recommendations; and interpret and explain complex operational matters.

### 2. Output management

Demonstrates capacity to: plan organise, schedule, prioritise and complete assigned tasks within own area of responsibility; and contribute to and deliver outcomes with a client focus.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: exercise judgement in applying policies, rules and regulations; make timely and accurate decisions and resolve complex operational challenges; and provide operational advice using well developed expertise.

### 4. Leadership and people skills

Demonstrates capacity to: guide and instruct staff in relation to systems and procedures; work effectively in a team and share ideas to improve practices, systems or processes; and behave in alignment with Treasury's Values.

### 5. Technical and professional\*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

*The above selection criteria are weighted equally for assessment purposes.*

### \* Qualifications and requirements

Desirable – Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

**Approved: David Bailey, Director**

**Date: 6 October 2021**

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).