

Corporate Support and Strategy

Statement of Duties – March 2018

Title	Senior Business Analyst
Number	Generic
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Output Group	Projects and Information Branch
Full Time Equivalent	1.0
Division	Corporate Support and Strategy
Branch	Projects and Information Branch
Supervisor	Program Director
Direct Reports	Nil
Location	Hobart
Terms of Employment	Permanent, full-time 73.50 hours per fortnight, 52 weeks per year. Some intrastate travel may be required.
Position category and funding	A487

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

About the position

Objective

The Senior Business Analyst is the key interface between users and the Project Manager, providing domain specialist skills and knowledge in gathering requirements, documenting processes and confirming specifications are fit for purpose.

Duties

- Work closely with stakeholders in defining business requirements for the successful delivery of Projects.
- Develop procurement documents, technical and business requirements, baseline documents and work plans.
- Describe and analyse problems and provide options to resolve.
- Liaise with external suppliers, other Agencies and other areas of this Agency involved in the implementation of changes impacted by specific projects.
- Assist with the development of information to be used to prepare Business Cases for future projects.
- 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.

Level of responsibility

- The occupant is expected to act on their own initiative with regard to day-to-day activities.
- Exercise of independent judgement to resolve complex system issues.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

Direction and supervision received

- Works with minimal supervision and with only broad direction from the Program Director – Projects and Information.
- Direction on specific requirements for project products will be provided by the Program Director – Projects and Information.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Highly developed conceptual and analytical skills, with specific reference to the area of business analysis of government service delivery processes and information systems.
2. High level interpersonal, negotiation and communication skills, particularly in the context of change management.
3. Demonstrated capacity to organise, plan and undertake business analysis and investigations together with the ability to develop innovative solutions to complex problems.

4. Proven self-management skills including a demonstrated capacity to work to strict deadlines, flexibility, problem solving and excellent organisation skills.
5. Demonstrated knowledge of project management and the ability to undertake or assist at a high level in projects of high complexity and priority.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9). In particular the expectations are as follows:

Department of Justice state service employees:

- Treat all users of our services with respect and courtesy;
- Listen to what users of our services have to say;
- Personalise services to the needs and circumstances of each user of our services where practical;
- Always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- Respond to enquiries promptly and efficiently; and
- Consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

- Nil

Desirable requirements

- Relevant tertiary qualifications.

Pre-Employment Checks:

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy.

2. Disciplinary action in previous employment.

3. Identification check.