# Senior Business Analyst

Statement of Duties – May 2017

| Title | Senior Business Analyst |
| --- | --- |
| Number | 356892 |
| Award | Tasmanian State Service Award |
| Classification | General Stream Band 6 |
| Output Group | Project and Information |
| Full Time Equivalent | 1.0 |
| Division | Corporate Support and Strategy |
| Branch |  |
| Supervisor | Project Manager |
| Direct Reports | Nil |
| Location | Hobart |
| Terms of Employment | Fixed Term, full time, 73.50 hours per fortnight commencing for a period of 6 months.  |
| Position category and funding | **T661** |

## 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](http://www.justice.tas.gov.au) for more information.

## Divisional Information

The Corporate Support and Strategy Division provide a range of services to assist the Department of Justice to achieve its business objectives. The Division comprises the following branches and is led by the Deputy Secretary, Corporate Support and Strategy.

* [Finance Branch](http://intra.justice.tas.gov.au/finance)
* [Human Resources Branch](http://intra.justice.tas.gov.au/hr)
* Projects and Information Branch
* Information and Communication Technology Branch
* [Communications and Executive Support](http://intra.justice.tas.gov.au/communications_and_executive_support)

More information about the Corporate Support and Strategy Division and the operations of the Department of Justice are available on its [website](http://www.justice.tas.gov.au/).

**Project Information**

The Government Licencing Information System (GLIS) is a corporate asset used by the Department of Justice to administer a number of critical business processes. There are components of the solution that are not adequately documented, and the Department has commenced a project (GLIS Documentation Project) to develop a comprehensive suite of system documentation for GLIS.

## About the position

### Objective

The Senior Business Analyst will contribute to the successful delivery of the Project by providing domain specialist skills and knowledge to assist with the development of a suite of system documentation for GLIS.

### Duties

* Work closely with stakeholders in defining requirements for the successful delivery of the project.
* Liaise with key stakeholders to ensure that the final products are fit for purpose.
* Monitor the progress of the successful Tenderer to ensure products are delivered in accordance with requirements and are fit for purpose.
* Describe and analyse problems and provide solutions to resolve.
* Prepare and keep up to date the associated project documentation (including, but not limited to) Project Traceability Matrix, status reports and issues and risk management.
* Conduct training sessions for nominated stakeholders in the content, access and use of the GLIS system documentation

### 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 issues.

### Direction and supervision received

* Works with minimal supervision and with only broad direction from the Project Manager. Direction on specific requirements for project products will be provided by the Project Manager

## 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 system analysis of government information systems and interfaces.
2. Proven experience in documenting business systems including SQL databases.
3. High level interpersonal, negotiation and communication skills, particularly in the context of contract management.
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 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).

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 State Service has determined that the person nominated for this vacancy 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
1. Disciplinary action in previous employment.
2. Identification check.