Manager - Agency Budget Analysis

Statement of duties

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| Position number |  |
| Location |  |
| Division | Budget and Finance |
| Branch | Budget Management |
| Section |  |
| Award | Tasmanian State Service Award |
| Classification | General Stream, Band 7 |
| Immediate supervisor | Assistant Director |
| Employment conditions | Permanent |
| Hours per week | Flexible up to 36.75 hours |

Branch responsibilities

The primary responsibilities of the Branch are to:

* seek improved outcomes for the Tasmanian community through the provision of effective advice on the financial and resource management of government agencies, taking into account the Government’s strategies and priorities; and
* prepare, monitor and manage the State Budget on behalf of the Government.

Position objective

To provide high-level advice to Government on the development, monitoring and management of the State Budget; the provision of agency services; the performance of government agencies; budgetary and financial issues and reforms as they arise.

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

* a strong capacity to analyse and interpret financial and non-financial information;
* a knowledge of contemporary budget management;
* demonstrated ability to understand complex issues and identify possible solutions; and
* good verbal and written communications skills.

Primary duties

The Manager - Agency Budget Analysis’s primary duties include:

* applying highly developed conceptual, strategic and judgement skills in the analysis and evaluation of agency financial and non-financial information and making authoritative recommendations on appropriate action;
* managing and providing guidance to a team of Budget Analysts in the undertaking of agency budget analysis responsibilities
* establishing and managing positive relationships with agency officers including providing assistance and guidance to agency officers in relation to the implementation of financial and budgetary reforms and the provision of required agency information;
* coordinating and managing high-level agency related reviews, significant projects and responses to major issues;
* providing authoritative guidance in relation to budget processes and budget policy development to other Branch and Treasury officers;
* the preparation of comprehensive and well structured reports, minutes and other documents;
* proactively working to identify and develop options for improving existing Treasury agency Budget management processes; and
* taking a significant role in the annual development of the State Budget.

Level of responsibility, direction and supervision

The will operate with considerable autonomy within the specialised area or function and is required to provide leadership regarding the design, development and operation of activities. The leads a complex activity or program unit requiring the development and/or determination of the operational methodology according to the decision-making framework and manages service delivery outcomes. The may also manage stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking specialised processes.

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

Please address the selection criteria in the context of the position objective and the primary duties required for this position, as it is against these criteria that all applicants will be assessed on merit.

1. Communication

Demonstrates capacity to: prepare written material to final standard and drafts of more complex material requiring only minor changes; clearly articulate complex and difficult technical issues to staff and stakeholders; and represent Treasury in area of responsibility as well as liaise, negotiate and, where possible influence outcomes effectively internally and externally on difficult issues.

1. Output management

Demonstrates capacity to: plan, organise, schedule and deliver work for area of responsibility; identify future activities and recommend appropriate resources; coordinate the outputs from team members and foster a client focus; and identify strategies to build efficiency and effectiveness within the work unit.

1. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop recommendations to improve the delivery of complex activities and respond to emerging developments; consistently make good decisions on policy and program delivery within the work unit; and provide authoritative advice in relation to area of specialised expertise.

1. Leadership and people skills

Demonstrates capacity to: lead, motivate, mentor and gain co-operation of others in achieving work unit objectives and promote the objectives of the Branch, Division and Department; take responsibility for resolving conflicts within area of responsibility and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury’s values.

1. Technical and professional\*

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

The above selection criteria are weighted equally for assessment purposes.

\* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

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| Approved: | David Bailey, Director | Date: | 29 August 2018 |
| For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit www.treasury.tas.gov.au | | | |
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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).*