

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Business Analyst
Position Number:	Generic
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Finance and Business Support – Budget and Finance
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Relevant Manager
Effective Date:	June 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications, together with membership of, or progression towards, either CPA Australia or the Chartered Accountants Australia and New Zealand

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Senior Business Analyst assists the relevant Manager in the review and monitoring of the Department of Health 's(DoH) performance in relation to budgetary and financial targets including:

- The coordination, review and analysis of information as part of the annual Budget development process including liaison with a wide range of employees throughout the DoH.
- The review and ongoing maintenance and management of budget management/financial systems and data
- The coordination and preparation of regular and ad-hoc reports, correspondence and advice to senior management and liaison with a wide range of employees throughout DoH.

Duties:

1. Assist in the coordination, review and analysis of information as part of the annual Budget development process.
2. Undertake review projects and other research and analysis in relation to budgetary and financial management matters.
3. Assist in the maintenance and ongoing administration of budgetary and financial management systems.
4. Provide advice and direction on budgetary and financial matters to other officers within the Branch and the Department as required.
5. Assist in the coordination and preparation of regular and ad hoc budget and financial management reporting to senior management.
6. Assume responsibility for the management of specific Branch projects or major tasks and provide advice to other staff in relation to these matters.
7. Represent the Branch and/or the Department on both committees and working groups as required.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. 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.

Key Accountabilities and Responsibilities:

With limited direction from the relevant Manager, the Senior Business Analyst assumes responsibility for the management of specific projects and major tasks and is expected to provide advice to other staff in relation to these matters. The occupant will be expected to:

- Prioritise his/her workload with overall direction from the relevant Manager.
- Exercise judgement, initiative and interpretive skills in carrying out the functions of the position.
- Provide guidance to other officers within the Unit in undertaking specific tasks and projects.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated strategic, conceptual, analytical and creative skills including the ability to review, make sound judgements and provide solutions or advice relating to budget and financial management
2. Experience in the planning, development and management of budgetary systems, including the ability to effectively utilise a wide range of information technology software and tools.
3. Well-developed interpersonal skills including the ability to consult, identify and negotiate mutually acceptable solutions with a range of stakeholders in situations of differing interests.
4. Well-developed written communication skills, including the capacity to research information and prepare high quality reports, correspondence and reference materials on complex matters including budget papers.
5. Well-developed output management skills including the capacity to: plan, organise, schedule and prioritise work; co-ordinate input from others; and contribute to the outputs of other team members.
6. Demonstrated capacity to lead, inform, guide and mentor in areas of expertise, including sharing information and supporting team members to achieve a positive team environment and use networks to achieve results.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).