

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Business Analyst
<b>Position number:</b>	372711
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 5
<b>Division/branch/section:</b>	Office of the Coordinator General
<b>Location:</b>	Statewide
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Director, North

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### Position Objective

Support the delivery of projects and activities in investment attraction, major project facilitation and regulation reduction to help achieve the objectives of the Office of the Coordinator-General which are of high priority and strategic importance to the State.

### Major Duties

- Conduct market analyses, collecting information and benchmarking locations and opportunities for investment. Provide the Office with valuable insights into competitor investment locations as well as trends within industries to help identify opportunities.
- Research, analyse and assess companies and business divisions to attract to Tasmania and prepare pitch documents and presentations.
- Develop and monitor data quality metrics and ensure business data and reporting needs are met.
- Prepare business cases, forecasts and financial analysis combined with understanding of key performance indicators to drive fresh initiatives and business intelligence systems.
- Create detailed business documents and work with spreadsheets in an advanced capacity. Collect and interpret data about specific topics of importance to the Office and Government.
- Contribute to important projects and maintain effective relationships with a range of stakeholders.
- Prepare a variety of presentations that aim to promote the State as an investment location by demonstrating Tasmania's competitive advantages and highlighting key statistics relevant to both individual investors and investment intermediaries.
- Provide research and support services, including the preparation of correspondence, minutes, reports and/or briefing notes to senior officers to assist in the Office's services and projects.

- Represent the Office on working groups and work with business and community managers to agree priorities and achieve identified project outcomes.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Work performed by this position will impact on the effectiveness and efficiency of the externally focussed Office of the Coordinator-General. Work will be required to be performed with considerable initiative, judgement, tact and discretion.

The role exercises a degree of autonomy in performing the core work functions and, as necessary, consults with the supervisor to agree on a suitable course of action in matters that are sensitive, high-risk or business critical, or for those issues that have far reaching implications with respect to resourcing or advice.

The role also exercises professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Competing priorities are often impacted by non-negotiable deadlines, requiring the successful candidate to influence and manage stakeholder demands. It is an expectation that a professional, consistent and reliable approach to stakeholder engagement is achieved, and authoritative advice delivered.

The role is multi-skilled in nature and could be flexibly utilised across the Office to meet business needs. The successful candidate must be flexible in the scope and range of activities performed to ensure that the Office achieves its objectives. This is key to the delivery of strategic projects and initiatives that support performance and improvement.

### **Selection Criteria (Knowledge and Skills):**

- Strong technology skills. Proven research, conceptual and statistical analysis skills and experience working with complex data sets and the collection, organisation, and interpretation of data combined with advanced skills in excel and statistical software packages.
- Knowledge of and experience in project administration, including a well-developed ability to coordinate others to meet deadlines, solve problems and demonstrate flexibility and adaptability in an environment of continuous improvement.
- Well-developed interpersonal and communication skills, including effective relationship management skills and the ability to work effectively with stakeholders at all levels.
- Strong initiative with high level ability to apply judgement, balance competing priorities and work effectively in a team based and client service environment with an action-oriented outlook.
- Well-developed written and communication skills including experience in writing reports, preparing and delivering compelling presentations, preparing detailed information and correspondence.
- Highly developed presentation preparation skills with a proven ability to develop well-structured pitches and presentations using contemporary visual information skills to present highly complex data to a range of audiences

## **Position Requirements**

### **Pre-employment**

- Nil

### **Essential**

- Nil

### **Desirable**

- Current driver's licence

## **The Office of the Coordinator General**

The Office of the Coordinator-General is an exciting initiative set up to provide a single contact point for investment and to facilitate major projects across the State. The Office identifies, attracts and secures investment opportunities locally, interstate and overseas to drive business investment in Tasmania.

The Office has three main functions to achieve this:

- Major Project Facilitation
- Investment Attraction and Promotion
- Red Tape Reduction

This is a relatively small office which draws on the expertise from across agencies in a matrix-type structure for specific projects. The Office works closely with Commonwealth agencies associated with major projects to ensure seamless advice and support across jurisdictions to ensure effective major project facilitation for industry.

The Office is a small business-facing, client-oriented office committed to professionalism, excellent customer service and creative problem solving. To deliver the Office's service-level commitments team members will need to work flexibly and collaboratively.

The Department's website at [www.cg.tas.gov.au](http://www.cg.tas.gov.au) provides more information.

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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**Approved** Executive Director – Investment Attraction **Date** April 2020

**Classification approved** April 2020