



HSS Registered February 2017

Senior Business Analyst – Systems

Health Salaried Officers Agreement: Level G8

Position Number: 602802

Finance / Corporate Services and Finance

East Metropolitan Health Service

Reporting Relationships

Director Finance
Award Level: HSO G12
Position Number: 602771



Manager - Business and Activity Analysis
Award Level: HSO G10
Position Number: 602775



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Senior Business Analyst - Reporting Planning, HSO G9, 1.00FTE

Key Responsibilities

Develops and implements complex business systems and tools that contribute to improved information being provided to support business and financial analysis and reporting. Provides expertise and support to the Manager Program Management and Business Planning, and the Manager Business Activity and Analysis in the analysis of business and financial information. Assists in the development of reports/tools to aid decision making in relation to planning, ensuring EMHS objectives are met. Undertakes research, reviews and develops and implements business tools that contribute to improved outcomes/outputs from business areas in EMHS.

Brief Summary of Duties (in order of importance)

1. Business Systems and Tools

- 1.1 Develops and implements complex business systems and tools that contribute to improved financial analysis of operations, projects and programs and information being provided to support business and financial analysis and reporting.
- 1.2 Provides expertise and support to the Manager Program Management and Business Planning and the Manager Business Activity and Analysis in the analysis of business and financial information.
- 1.3 Actions requests from managers in the EMHS finance directorate by developing and implementing tools for the retrieval of data from relevant information systems and assists in the preparation of reports.
- 1.4 Undertakes research, reviews and develops business tools that contribute to improved outcomes/outputs from business areas in EMHS.
- 1.5 Undertakes modelling and reporting projects under the direction and guidance of the Manger Program Management and Business Planning, and the Manager Business Activity and Analysis, that enhance the quality of data and information used within the Finance directorate for analysis and reporting.
- 1.6 Accesses data within databases and data warehouse, and where required recommends enhancements that will assist in the provision of improved financial information for analysis and reporting.
- 1.7 Liaise with Project and Cost Centre Managers, administrative staff and other stakeholders on issues relating to the use of financial analysis tools and models.
- 1.8 Undertakes activities associated with the improvement and enhancement of financial tools used in the analysis of financial projections and trends as they relate to operations, projects and programs undertaken by EMHS.
- 1.9 Assist in the annual finance planning and budget formulation functions for EMHS operations and ICT projects, including high level cash flow management and reporting, through the provision of, or enhancement and improvement to, financial analysis tools and systems.
- 1.10 Assist in developing, managing and implementing financial policies, processes and procedures for EMHS.
- 1.11 Assist in developing, implementing and maintaining financial reporting systems ensuring that operations, projects and programs undertaken are in accordance with budget requirements.
- 1.12 Develop and/or maintain effective working relationships with internal and external stakeholders.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Well-developed problem solving skills including conceptual and analytical ability within a complex financial management environment.
2. High level interpersonal skills, negotiation skills, verbal and written communication skills and the ability to build effective working relationships with internal/external stakeholders.
3. Considerable practical experience in the use of software applications for complex data analysis and financial modelling.
4. Demonstrated proficiency in analytical spreadsheet and relational database management software.
5. Demonstrated high level skills in data retrieval and analysis.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Experience in SQL or similar.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
..... Manager / Supervisor Name Signature or HE Number
..... Date			
..... Dept. / Division Head Name Signature or HE Number
..... Date			
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
..... Occupant Name Signature or HE Number
..... Effective Date			
HSS Registration Details (to be completed by HSS)			
..... Created on Last Updated on 13/02/2017 he104344	