



SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Analyst
Classification:	Level 6
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Division: Purchasing and System Performance	Executive Director	Band 2 (non CEO)
↑		
Directorate: Health Finance	Director Financial Operations	TBD
↑		
Branch: Financial Operations	Manager Financial Reporting (Cash & Project)	PSO Level 8
↑		
Section:		
↑		
Unit: Financial Reporting		PSO Level 7
↑		
	THIS POSITION	PSO Level 6

Positions under direct supervision and control:

<u>Position No:</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg., Controls, Maintains, etc.

<p>Takes an active role in coordinating and delivering analysis of financial, budgetary and expenditure information and/or business projections/trends in accordance with organisational requirements. Prepares and presents high quality products, services and advice that is proactive, solution focussed and responsive to customer needs.</p>
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SECTION 4 - STATEMENT OF DUTIES

TITLE Senior Analyst	CLASSIFICATION Level 6	POSITION NO. 00009206
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
	The following duties are to be read in the context that the position is part of the team that is responsible for the provision of services and products that are relevant to the operations of either the Budget Strategy or Finance Operations Directorates within the Department of Health.		
1.	Takes an active role in coordinating and delivering analysis of financial, budgetary and expenditure information and/or business projections/trends in accordance with organisational requirements.		
2.	Prepares and presents high quality products, services and advice that is proactive, solution focussed and responsive to customer needs.		
3.	Maintains and develops financial models for the reporting and monitoring of financial requirements.		
4.	Contributes to the development and implementation of improvements to system-wide financial management systems and processes.		
5.	In collaboration with business areas, undertakes activities that contribute to the achievement of financial and related budgetary and business targets.		
6.	Facilitates the implementation and enhancement of policies and strategies related to the performance monitoring of business areas that reflect contemporary standards and are in accordance with government requirements.		
7.	Works in partnership with internal and external stakeholders to contribute to a range of business development projects.		
8.	Contributes to the development, ongoing maintenance and implementation of the department's financial management framework.		
9.	Other duties as required.		

Organisation Contacts:
 Will the occupant of this position be required to communicate with positions outside the normal reporting lines?
YES
 If yes, how frequent? 1. Internal to the organisation.....D... 2. External to the organisation.....R.....
 Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

SECTION 5 - SELECTION CRITERIA

TITLE Senior Analyst	CLASSIFICATION Level 6	POSITION NO. 00009206
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ESSENTIAL

1. High-level problem solving skills including conceptual and analytical ability within a complex financial management environment.
2. Considerable knowledge and experience in business analysis and research, and implementing financial / business performance improvement.
3. Considerable project management experience, including experience in managing change.
4. Considerable contemporary knowledge of fiscal governance and financial management processes.
5. High-level interpersonal skills, negotiation skills, verbal and written communication skills and the ability to build effective working relationships with external stakeholders.
6. Considerable practical experience in the use of software applications for complex data analysis and financial modelling.
7. Considerable ability to work collaboratively in a team environment and motivate others to achieve their professional capabilities.

DESIRABLE

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

SECTION 6 - APPOINTMENT FACTORS

1. Successful 100 point identification
2. Successful Criminal Record Screening
3. Successful Pre-employment Integrity Check

SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date