



## **Job Description**

### **Department of Finance Office of State Revenue**

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**Position Number 00009823**

**Business Analyst**

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#### **Position Details**

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Classification level	5
Award/agreement	PSA
Organisation unit	Business Systems Team
Physical location	Perth
This role supervises (FTE)	0

#### **Reporting Relationships**

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Supervisor:

Position number	00009720
Position title	Senior Business Analyst
Classification level	6

#### **Our Values**

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Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

#### **Keyword Description**

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Responsible for administering State Revenue business systems, undertaking complex problem investigations, developing business requirements and business process documents.

## **Organisational Context**

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The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

The Department of Finance encompasses a variety of businesses including:

- Office of the Director General (ODG);
- Strategy and Coordination (SC);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP); and
- Corporate Services (CS).

This vacancy is positioned within the **Office of State Revenue**. OSR's primary role is in the administration of revenue laws in a fair and efficient manner for the community of Western Australia. This involves the collection of payroll tax, duties, land tax and a range of statutory based revenues on behalf of other State and Commonwealth agencies, as well as the payment of various grants and subsidies including the first home owner grant.

Information on other Finance business units is available in your applicant information package or by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

## **Work Description**

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### **BUSINESS ANALYSIS**

Develops Office of State Revenue customer business requirements to be used as the basis for specifications for system development.

Translates suggested solutions into possible generic applications in consultation with business representatives.

Develops system changes based on proposed generic application solutions in consultation with the Manager.

Approves Office of State Revenue system interface standards and conventions in consultation with customers.

Establishes Office of State Revenue report standards and layouts in consultation with customers.

Defines Office of State Revenue business rules for use in system maintenance and enhancements in consultation with customers.

### **CUSTOMER FOCUS**

In conjunction with customers advises on and develops test plans and procedures for the Office of State Revenue's systems.

Where appropriate, conducts or co-ordinates customer acceptance testing for the Office of State Revenue's systems.

Prepares and conducts customer training programmes and seminars

Develops system documentation in a format acceptable to customers.

Devises and discusses proposals for the Office of State Revenue's business systems with customers.

## OTHER

Ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Performs other duties as directed.

### **Work Related Requirements**

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A clear demonstration of the Department's values is a prerequisite for appointments.

#### **ESSENTIAL**

Considerable demonstrated experience in business analysis of IS/IT systems.

Well developed interpersonal, communication and negotiation skills.

Well developed analytical and problem solving abilities.

Experience in the development of processes and procedures for production systems.

#### **DESIRABLE**

Experience working in a IS/IT system support team or coordinating a system function such as change management, test management or release management.

Qualification or industry certification in a relevant discipline, e.g. Information Systems or Information Technology.

Knowledge of government practices and policy frameworks.

#### **Pre-employment requirements**

'Australian Permanent Residency'; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

#### **Appointment is subject to:**

100 point identification check; and

Criminal Records Screening clearance

### **Special Equipment / Requirements**

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NIL

### **Certification**

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Verified by: *T. Jenkin* SHR Consultant