



Job Description

Department of Finance Office of State Revenue

Position Number 00030825

Senior Business Analyst

Position Details

Classification level	6
Award/agreement	PSA
Organisation unit	Systems Upgrade Team 3
Physical location	Perth
This role supervises (FTE)	0

Reporting Relationships

Supervisor:	
Position number	00030603
Position title	Business Systems Manager
Classification level	7

Our Values

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

Responsible for administering State Revenue business systems, undertaking complex problem investigations, developing business requirements and business process documents, and leading a team of business analysts and system support staff.

Ensures the effective day to day administration of State Revenue business systems and provides a key integration point between business users and technical resources.

Organisational Context

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.

Work Description

REVENUE PROCESS MANAGEMENT AND IMPROVEMENT

Management of a team delivering business analysis services for revenue systems.

Development of processes and procedures to support the ongoing management and improvement of revenue systems.

Liaison with Managers, and other stakeholders to ensure that the functional and business requirements of systems are continually assessed and reviewed for improvement.

Supporting the management of contracts associated with the provision of revenue services.

REVENUE SYSTEMS SUPPORT

Provision of support for revenue systems.

Identification and analysis of problems to determine if they are functional, data related or business related.

Recommendations in relation to revenue system enhancements.

ADVICE AND CLIENT SUPPORT

Identification and translation of client business needs into revenue solutions.

Provision of advice to clients on processes that will support and enable the implementation of and access to revenue systems.

Analysis and development of business processes to ensure alignment with revenue systems.

Consultation with external parties to ensure efficient processes in revenue systems.

OTHER

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

Consistently models the key behaviours expected of a leader in State Revenue.

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

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

Essential:

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

Highly developed interpersonal, communication and negotiation skills.

Highly developed analytical and problem solving abilities.

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

Well-developed organisational and team management skills.

Desirable:

Experience leading either 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

NIL

Certification

Verified by: *T. Jenkin* SHR Consultant