



Job Description Form

Business Analyst

Position Details

Position Number: Generic
Classification: Level 5
Award / Agreement: PSA 1992 / PSCA 2019
Organisational Unit: Corporate Operations/ Finance and Business Services
Location: Perth Metropolitan Area
Classification Evaluation Date:
JDF Review Date: November 2018

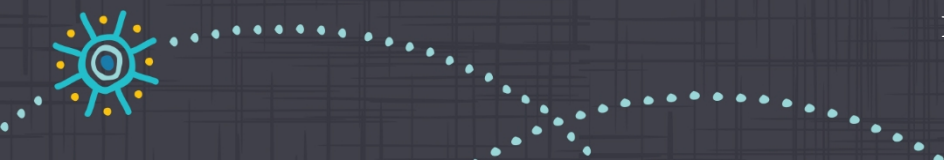
Reporting Relationships

This position reports to:

04002252, Project Manager, Level 8

Positions Under Direct Supervision:

This position has no subordinates.



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

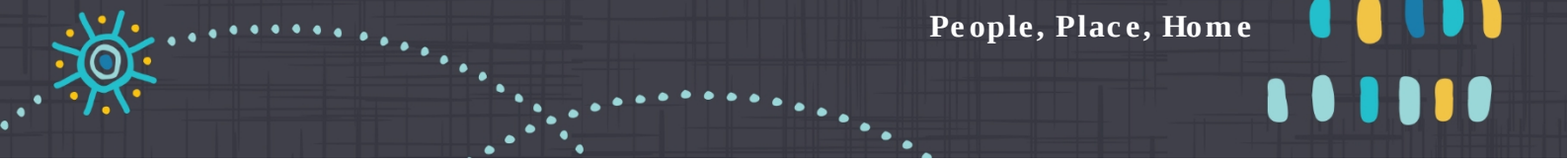
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Role Statement

This position is responsible for assisting business units to provide business solutions to meet the changing needs of the Department – providing consultancy, process redesign, project management, analysis, design, package evaluation and testing coordination for the Department.



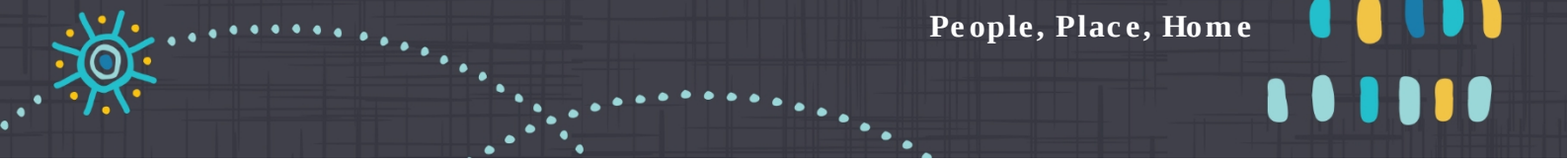
Duties and Responsibilities

1. Business Analysis

- 1.1 Assists both the Project Manager in conducting IT and business improvement projects.
- 1.2 Contributes to and coordinates the development, management and delivery of IT related and business improvement projects.
- 1.3 Contributes in the preparation of user requirement documentation, test plans, and other necessary artefacts to support business improvement projects.
- 1.4 Contributes to and coordinates the development of strategies, standards, and initiatives to support the ongoing improvement of solutions for business operations.
- 1.5 Liaises, consults and negotiates with internal and external stakeholders on the development and implementation of system and process improvement projects.
- 1.6 Implements processes for regular monitoring and reporting on progress on less complex projects and initiatives.
- 1.7 Supports, encourages and assists in implementing innovative solutions to support business operations, including testing, documenting results and configuration.
- 1.8 Undertakes research and analysis to identify and recommend options to meet business needs and to resolve problems.
- 1.9 Provides secretariat functions for various project related committees and groups.

2. Other

- 2.1 Promotes a high standard of Equal Opportunity and Diversity, personal conduct and Occupational Safety and Health in the workplace.
- 2.2 Performs other duties as directed.



Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated ability to analyse and define business requirements and to develop effective solutions to identified problems in a complex organisation.
2. Demonstrated strong customer focus and be results driven.
3. Demonstrated ability to organise day to day activities and plan ahead.
4. Have strong interpersonal skills with the ability to work in a team environment.
5. Excellent verbal and written communication skills demonstrating the ability to effectively communicate with senior management, technical and non-technical staff.
6. Well-developed analytical and problem-solving skills.

Desirable Work-Related Requirements (Selection Criteria)

1. Understanding of current information and communications technologies and the ability to incorporate them within business development solutions.
2. Experience in the use of project management tools.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.