



Business Analysis and Planning Coordinator - Level 5 (00017266)

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| Group: | <i>Building, Energy Safety and Service Delivery</i> | Location: | <i>Cannington</i> |
| Division/Directorate: | <i>Building and Energy</i> | Supervises: | <i>1</i> |
| Branch: | <i>Regulatory Services</i> | Reports to: | <i>Manager Analysis and Planning</i> |
| Section: | <i>Business Analysis and Planning</i> | | |

Operational Context

The Building and Energy Division has a strong focus on safety of the Western Australian community. The Division sets and monitors the technical standards for building and plumbing services, electricity and gas networks, and consumer installations and appliances. The Division also audits, inspects and investigates complaints and breaches of legislation. It also regulates and monitors the behaviour of those who are licensed and operate in these industries.

Role Overview

This position is responsible for coordinating the draft Energy Safety Business Plan and manages the legislative and administrative requirements of the Energy Safety Levy. It monitors and reports on the Division's KPIs, oversees debt recovery processes and provides financial analysis, forecasting, and budget support for the division.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Coordinates and prepares the draft Energy Safety Business Plan, including financial, statistical and performance analysis.
- Administers the Energy Safety Levy and coordinates the triennial external audit.
- Provides and reports on financial analysis, modelling, and forecasting to support divisional financial planning and development of budgets.
- Supports the Manager in reviewing and assessing annual fees and charges in collaboration with the Finance Division.
- Collaborates with stakeholders to compile and analyse corporate data, reporting on the division's key performance indicators and representing the division during audits.
- Manages the debt recovery processes within the Division, and escalation of matters to Legal Services as directed by the General Manager.
- Assists management by representing the Division on various project committees or working groups as required.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in financial planning and administration, including the ability to develop complex spreadsheets and query databases to support business analysis work.
- Excellent verbal and written communication skills with the ability to liaise with stakeholders and prepare complex reports with a high standard of accuracy in a manner appropriate to the audience.
- Experience managing data, systems and processes to achieve work outputs, solving problems with minimal supervision.
- Experience managing within a policy framework, including the ability to interpret legislation.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - People](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
- **Think Through Complexity** - You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important.
- **Dynamically Sense The Environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
- **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **Lead Adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
- **Embody The Spirit of Public Service** - You embody the spirit of public service by displaying empathy and compassion, integrity and humility.
- **Build Capability** - You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities.

This position reports to:

Manager Analysis and Planning

Position No: MIS20026

Classification: L7

Positions reporting to this Role:

Business Support Officer - (00017580)

L3

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- Nationally Coordinated Criminal History Check

Approved Date

01-APR-2026

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