



## Analyst

<b>Classification</b>	Level 4
<b>Position number</b>	Generic
<b>Business unit</b>	Various
<b>Directorate</b>	Various
<b>Award and Agreement</b>	Public Service Award 1992 and relevant Public Sector CSA Agreement

### About us

#### The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.


We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

#### The Business Areas

DTF comprises of eight key business areas, they are:

- Office of the Deputy Under Treasurer;
- Advisory Services;
- Economic;
- Agency Budgeting and Governance;
- Strategic Policy and Evaluation;
- RevenueWA;
- Procurement Policy and Strategy; and
- Corporate Strategy and Performance.



The [DTF Functional Organisational Chart](#) provides a more detailed overview of each business area and its respective directorates.

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## The role

### Key responsibilities

The Analyst is primarily responsible for:

- contributing to the development and delivery of high quality and timely evidence-based analysis and advice to inform government decision-making;
- engaging with and understanding the needs of stakeholders, anticipating issues and responding accordingly; and
- implementing outcomes in a whole-of-government environment with a solutions-focused approach.

### Key duties

- Contributes to, and in some cases leads, the preparation and presentation of evidence-based advice to enable informed decision making.
  - Researches, analyses and evaluates quantitative and qualitative data to assess policies, programs and projects and identify trends.
  - Prepares and writes briefing notes, reports and other documentation.
  - Works collaboratively with internal and external stakeholders to inform the development of options and implement solutions.
  - Monitors and analyses economic, budgetary, financial and other data releases (e.g. labour market conditions, health performance statistics).
  - Contributes to the development and maintenance of systems, work processes and procedures, including the use and/or development of models for analysis.
  - Works effectively in a team-based environment to contribute to the achievement of deliverables consistent with the operational plan.
  - Shares knowledge with others to achieve organisational outcomes.
  - Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
  - Undertakes other duties as required.
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## Key requirements

### Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Strategy and analysis
2. Achieves results
3. Builds productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

### Essential role-specific requirements

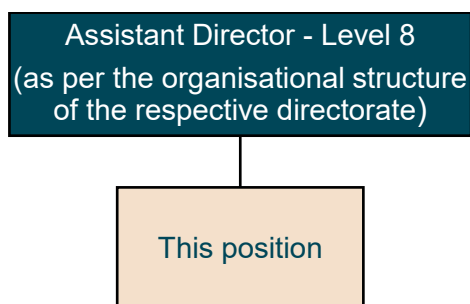
1. Ability to analyse legislation, regulations, policies, business plans or system processes to deliver on government objectives.
2. Sound understanding of either policy, economic, financial or budget analysis, and/or modelling and forecasting development.

### Desirable role-specific requirements

1. Tertiary qualification in a relevant discipline.

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## Reporting relationships



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## Certification

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

Assistant Director, People and Culture 28/04/2026