



Job Description

Position Title:	System Analyst	Classification:	Level 5
Position Number:	MIS19222	Location:	Mineral House - East Perth
Division/Group:	Strategic Business Innovation	Supervises:	0
Branch/Section:	Solutions and Architecture	Reports to:	Team Lead

Operational Context

The Strategic Business Innovation Group supports the Department to achieve its strategic and operational objectives by focusing on whole-of-department strategic capability and fostering innovative thinking across the department to support DMIRS in building a high performance organisation. The Group is responsible for creating vision, strategies, purposeful policies, and a detailed plan to move the department into the digital world. Ensuring that investments in these digital strategies meet feasibility and viability evaluation to ensure customer centric design and value for money.

Role Overview

The System Analyst contributes to building DMIRS into a high-performance innovative organisation by identifying, documenting and ratifying the detailed functional and non-functional specifications for the design and delivery phases of new IT solutions. The role contributes to the strategic and operational planning of the Solutions and Architecture Branch.

Role Responsibilities

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

- Transform business requirements into functional specifications, including prototyping screen designs, system process mapping and explaining key concepts to Departmental business areas.
- Provide advice about functional specifications to ensure that they meet the Department's business requirements and stakeholder expectations.
- Liaise with the solutions delivery team and the business units to clarify and/or ratify proposed system functionality against nominated business requirements.
- Assist in the preparation of system (functional) requirements for submission as part of tender specifications.
- Contribute to the evaluation of software packages and solutions and advise on their suitability for use in the Department.
- Contribute to the delivery effort estimations and scheduling.
- Support the software development team during system development processes.
- Provide a consulting service to project teams on Enterprise Architecture principles and software packages and solutions.
- Liaise with industry and relevant professional bodies to maintain knowledge of information system developments.
- Contribute to the DMIRS meeting its statutory obligations in relation to relevant WA public sector legislation, ethics, standards and policies.
- Represent the Branch on forums, committees and working groups, as required.
- Contribute to the identification and implementation of continuous improvement initiatives to enhance the efficiency and effectiveness of the Branch.
- Support the Team Lead to manage Branch activities/projects to ensure the achievement of outcomes identified in the Branch Operational Plan.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the

safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated good knowledge in systems analysis and process design.
 - Demonstrated ability to maintain knowledge of emerging IT issues and industry trends.
 - Demonstrated good knowledge and experience in improving business processes through automation or process streamlining.
 - Demonstrated good written communication and interpersonal skills.
 - Demonstrated high level of analytical, problem solving and assessment skills.
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Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
 - Consults and shares information with team and seeks input from others, ensures others are kept informed.
 - Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
 - Draws on information from a range of sources, uses judgment to analyse, works within agreed guidelines to make decisions and incorporates outcomes into work plans.
 - Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.
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What are the Job reporting relationships?

This position reports to: Team Lead

Supervisor Position No: MP170042

Classification: L6

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

09-AUG-2019