



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Education Business Services	Effective Date of Document 7 November 2017
Division: Finance and Commercial Services	
Directorate: Financial Planning and Resourcing	
Branch: Budget Strategy and Resourcing	

THIS POSITION	
Title:	Senior Resourcing Analyst
Classification:	Level 6
Position No:	00038233
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Manager, Budget Strategy and Resourcing	
LEVEL:	8	
POSITION NUMBER:	000	
TITLE:	Principal Resourcing Analyst	
LEVEL:	7	
POSITION NUMBER:	00038140	
This position and the positions of:		
Title	Classification	Position Number
Nil		

TITLE Senior Resourcing Analyst	CLASSIFICATION Level 6	POSITION NO 00038233	EFFECTIVE DATE 7 November 2017
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CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Budget Strategy and Resourcing Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for the development of the Department's annual budget submission, including submissions to the Expenditure Review Committee (ERC), the mid-year review and maintenance of information in the Department of Treasury's Strategic Information Management System. The Branch also has responsibility for the review of tariffs, fees and charges, analysing the impact of changes in Commonwealth funding arrangements, maintaining the Department's cost and demand model and coordinating the preparation of the budget statements (including supporting information for budget estimates' hearings).

ROLE

The Senior Resourcing Analyst:

Specialist Services

- undertakes a variety of financial modelling
- assists with the maintenance of the cost and demand model
- assists with tariffs, fees and charges reviews
- analyses and models the impact of changes in Commonwealth funding arrangements
- assists the Principal Resourcing Analyst with the preparation of the annual budget submission and Mid Year Review Submission
- undertakes key reconciliations to ensure data integrity
- contributes to the design, development and implementation of corporate level reports related to financial data, staffing and student forecasts to complement existing modelling and reporting
- researches and drafts briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- assists in the evaluation, development, implementation and review of policies, procedures and strategies
- mentors and leads team members in the development and achievement of Branch and Directorate business goals
- contributes to the management of the Branch

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- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Management and Liaison

- builds and maintains a strong working relationship with the Department of Treasury
- maintains a focus on customer service delivery and continuous improvement of services
- establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

OUTCOMES

The Senior Resourcing Analyst is required to demonstrate achievement in relation to the following outcomes.

1. Financial reports are produced in an accurate and timely manner with budget control risks identified and addressed.
2. The impact of changes in the Commonwealth funding arrangements are analysed.
3. Tariffs, fees and charges are reviewed and the Principal Resourcing Analyst is regularly informed of any impacts on expected budgets.
4. Interactions with budget holders, the Department of Treasury and the Department of Finance are positive and contribute to the work of the Branch.
5. Assistance is provided so that policies, procedures and strategies are developed, implemented and reviewed.
6. Draft reports, correspondence and Ministerial and Parliamentary responses are researched and compiled in a timely manner for the considerations of the Principal Resourcing Analyst.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Departmental and EBS change initiatives are supported and understood.
9. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated considerable knowledge and experience in contemporary financial management, including budget preparation, review and reporting in a large/complex organisation.
2. Demonstrated considerable experience in financial modelling and analysis and knowledge of financial tools and systems.

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3. Demonstrated well developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation on complex financial issues and to build effective relationships with key internal and external stakeholders.
4. Demonstrated well developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
6. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

ELIGIBILITY

Employees will be required to:

- possess a tertiary qualification in accounting, commerce or related discipline or equivalent substantial experience; and
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy, and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 07/11/2017
TRIM REF # D17/0472981