



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 23/09/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Office of Digital Government
BRANCH: Analytic and Digital Services
SECTION:

CLASSIFICATION: Level 6	POSITION NUMBER: DPC18030
TITLE: Senior Business Analyst	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Enterprise Architect (Platforms) Level 7</p>



Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Nil	

<p>Senior Business Analyst Level 6</p>
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Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Nil	

SECTION 3 – KEY RESPONSIBILITIES

This position supports the development and/or implementation of digital strategies, policies, frameworks and platforms by undertaking research and analysis from a whole of government perspective. Manages and coordinates projects to deliver outcomes.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Digital Strategy, Policies, Frameworks and/or Platforms

Undertakes research, evaluation and/or implementation of whole of government digital strategies, policies, frameworks and platforms from a whole of government perspective.

Builds effective relationships with stakeholders using appropriate communication, liaison, negotiation and networking skills with internal and external parties.

Client Advice and Support

Provides high level advice and support on whole of government digital related matters that fall under the responsibility of the Office.

Collaborates with stakeholders to identify and resolve public sector digital strategy and/or platform matters.

Project Management

Manages, implements and reports on digital strategies, policies, frameworks and/or platforms to deliver outcomes within budget and agreed timeframes.

Adopts a risk-based decision-making approach that delivers quality outcomes.

Other

Prepares (and guides others in the preparation of) reports, briefing notes, presentations, speeches and correspondence.

Responds directly to external requests for advice on matters related to whole of government digital strategies and/or platforms.

Undertakes other duties as required.

SECTION 5 – SELECTION CRITERIA

Essential

Shapes and manages strategy

Coordinate and implement the development of digital strategies, policies, frameworks, and platforms aligned to the whole of government Digital Strategy.

Achieve results

Coordinate and delivery of innovative, evidence-based strategy, policy, framework and/or platform options which are robust, affordable and provide value for money.

Communicates and influences effectively

Demonstrate high level communication skills and an appreciation for nuance in order to deliver and present complex messages with clarity and select the appropriate medium for conveying information to a diverse range of audiences.

Builds productive relationships

Deliver desired outcomes through successful collaboration and engagement and ensure effective monitoring and evaluation of digital strategy, policies, frameworks and/or platform performance.

Exemplifies personally integrity and self-awareness

Demonstrate ability to deal with competing priorities and deadlines, manage self and others to achieve operational objectives in a dynamic environment.

Desirable

Relevant tertiary qualifications and/or relevant industry certification.

Knowledge of the Parliamentary, Cabinet and Executive Government processes.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB