



Job Description Form

021069 Business Analyst

Strategic Policy

Position details

Classification Level: 6

Award/Agreement: PSA 1992 / Public Service CSA Agreement 2019

Position Status: Temporary

Organisation Unit: Strategic Reform, Strategic Policy

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020910 Project Manager – Level 8

This position: 021069 Business Analyst - Level 6

Direct reports: NIL

Overview of the position

The Department of Justice's Strategic Policy unit in the Strategic Reform division is responsible for implementing a number of complex and strategic justice reforms.

The Business Analyst will support the Project Manager in the implementation of proposed legislative reforms relating to the management of persons with mental impairment in the Western Australian justice system. The Business Analyst is responsible for the planning, analysis, development, testing, implementation and review of business process changes required to successfully implement the reforms. This position will:

- Build positive relationships and partnerships with internal and external stakeholders;
- Leverage these relationships in order to document business requirements, prepare process maps and draft standard operating procedures required to implement the legislative reforms;
- Translate business requirements into information technology requirements and work with stakeholders to implement these requirements; and
- Support development of project plans, business cases, communications plans and strategies, and other key business documents.

Job description

As part of the Strategic Reform team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Assist with the overall planning, delivery and communication of Department and government-wide strategic projects; driving business reform, managing conflicting requirements, negotiating priorities and ensuring project implementation.
- Deliver assigned project/s in alignment with agreed scope and timeframes.
- Ensure business process and information technology system developments are in accordance with project implementation priorities, meet agreed standards and satisfy business requirements.
- Explore and analyse options for implementation of the reform project, document required business requirements, process maps and operating procedures. This will involve extensive consultation, research and analysis in order to identify solutions.
- Prepare project reports, policies and procedures, communications plans and other related project documentation.
- Contribute to the development of test strategies on allocated projects, including undertaking testing, where appropriate.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical

factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Well-developed experience as a business or process analyst, including in the documentation of business requirements and process mapping.
- Well-developed project management experience including ability to research, analyse, plan, execute, document and evaluate projects within scope and time.

Special requirements/equipment

Nil

Certification

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

Executive Director

Signature: _____ Date: 15/10/2020

HR certification date: November 2020