



Position Description

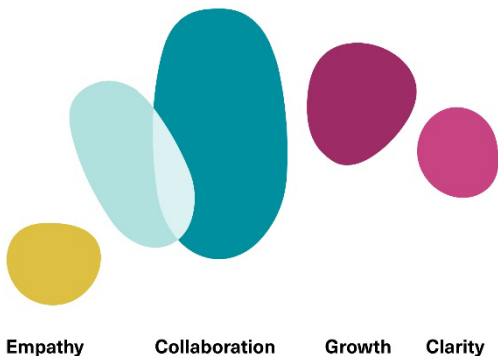
Position Title:	Senior Business Analyst	Classification Level:	6
Position Number:	00009724	Reports to:	00008696, Manager Application Release, Lv7
Directorate:	Service and Invest	Supervises:	Nil FTE
Branch/Section:	Technology Services / Application Support	Location:	Perth Metropolitan Area

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our Purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role summary

The Senior Business Analyst contributes to the provision of business analysis and project services within the Technology Services branch. The role participates in delivery of system requirements, supports the implementation, review and evaluation of specified procurement business systems projects.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Reinforce departmental objectives, and customer needs in work activities to inspire excellence.
- Encourage an environment that enables members to flourish, embrace diversity, flexibility, and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Application Support team, demonstrate initiative and be accountable for your work outputs and proactively encourage efforts of the team.
- Participate in and embrace coaching, feedback, and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary, and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate and encourage continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with Manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world Application Support situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Deliver business analysis services for procurement business systems.
- Liaise with managers and other stakeholders to ensure that the functional and business process requirements of systems are continually assessed and reviewed for improvement.
- Development of User Requirements and Functional Specification Documents.
- Consult and negotiate with business stakeholders, senior management and external stakeholders as appropriate.
- Provide management and coordination of business analysis tasks and initiatives related to implementing a range of procurement system development projects.
- Develop project initiation documentation.

- Assess the business impact of organisational and systems changes and provide high level advice and expertise for the continuous improvement of business processes and functions.
- Perform other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have highly developed conceptual and analytical skills to solve complex problems with the ability to link operational tasks to organisational goals and strategies.

You will have considerable demonstrated business analysis experience in the development and/or implementation of business systems.

You will have proven ability to translate technical concepts into business context, and business requirements into technical specifications, to facilitate effective communication and understanding by all parties.

You will have experience in project management in the development and/or implementation of business systems.

You will have demonstrated ability to manage multiple, simultaneous analysis activities and priorities.

Achieve Results

You will have the ability to establish clear plans and timeframes for project implementation.

You will have demonstrated leadership skills and ability to leverage the knowledge and skills of the team to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work collaboratively, recognise the contribution of others, build effective relationships, and contribute towards a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability, and commitment to contribute to departmental values in the delivery of quality outcomes.

Communicate and Influence Effectively

You will have highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

You will be skilled at approaching negotiations with a clear understanding of key issues and desired outcome.

Desirable

Knowledge of Project Management Methodologies (e.g. PRINCE2)

Experience in the development, implementation and support of achievement of deliverables in a complex environment.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: D.Paul, Senior HR Consultant, December 2023

Classification Evaluation Date: October 2019