



## Senior Resourcing Analyst Budget Strategy and Resourcing

<b>Position number</b>	00038233
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Resourcing Analyst (Level 7)
<b>Direct reports</b>	Nil

### Context

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 and communication 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).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Undertake a variety of financial modelling.
- Assist with the maintenance of the cost and demand model.
- Assist with tariffs, fees and charges reviews.
- Assist the Principal Resourcing Analyst with the preparation of the annual budget submission and Mid-Year Review Submission.
- Undertake key reconciliations to ensure data integrity.
- Contribute to the design, development and implementation of corporate level reports related to financial data, staffing and student forecasts to complement existing modelling and reporting.
- Research and draft briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

### Management and Branch Support

- Assist in the evaluation, development, implementation and review of policies, procedures and strategies.
- Mentor and lead team members in the development and achievement of Branch and Directorate business goals.
- Contribute to the management of the Branch.
- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on EBS committees and working parties.

### Customer and Stakeholder Management and Liaison

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

## Selection criteria

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.
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 and training requirements

Employees will be required to:

- possess a tertiary qualification in accounting, commerce or related discipline or equivalent substantial experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

## ENDORSED

Date 11 May 2021  
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