

# Analysts (Levels 5 – 7) Role Statement Matrix

Department of Treasury and Finance (DTF) [functional organisational chart](#) provides an overview of the various business units within Treasury and Finance.

<b>Analyst - Level 5</b> Salary range: \$117,787 - \$128,731 p.a. (includes 12% super)	<b>Senior Analyst - Level 6</b> Salary range: \$134,912 - \$148,683 p.a. (includes 12% super)	<b>Principal Analyst - Level 7</b> Salary range: \$156,643 - \$167,423 p.a. (includes 12% super)
<b>All roles report to an Assistant Director, Level 8</b>		
<b>Key Duties</b>		
<p>Analyses and interprets quantitative and qualitative information relating to resource allocation (investment proposals), proposed changes to policy or legislation, and service and financial performance.</p> <p>Analyses, critically evaluates and provides advice on business cases, budget submissions and policy proposals.</p> <p>Clarifies and resolves problems through working with partner agencies and identifying/considering options.</p> <p>Prepares relevant documentation and writes briefing notes and submissions in a clear and succinct manner.</p> <p>Engages with stakeholders whilst anticipating issues and being solutions focused and implementing outcomes in a whole-of-government environment.</p> <p>Shares knowledge with others to achieve organisational outcomes.</p> <p>Works effectively in a team-based environment to meet tight timeframes and achieve team outcomes.</p> <p>Exhibits accountability, professional integrity and respect consistent with the Department's values, Code of Conduct and the Public Sector Code of Ethics.</p> <p>Undertakes other duties as required.</p>	<p>Analyses and interprets quantitative and qualitative information relating to complex resource allocation (investment proposals), proposed changes to policy or legislation, and service and financial performance.</p> <p>Analyses, critically evaluates and provides advice on moderately complex business cases, budget submissions and policy proposals.</p> <p>Clarifies and solves problems through working with partner agencies and identifying/considering options.</p> <p>Communicates information in a clear and compelling manner and prepares relevant submissions and briefing notes.</p> <p>Liaises effectively with external agencies and with internal stakeholders to build relationships and share information.</p> <p>Works effectively in a team-based environment to meet tight timeframes and achieve team outcomes.</p> <p>Exhibits accountability, professional integrity and respect consistent with the Department's values, Code of Conduct and the Public Sector Code of Ethics.</p> <p>Undertakes other duties as required.</p>	<p>Analyses and interprets quantitative and qualitative information relating to significant and complex resource allocation (investment proposals), proposed changes to policy or legislation, and service and financial performance.</p> <p>Analyses, critically evaluates and provides advice on complex business cases, budget submissions, and policy proposals.</p> <p>Clarifies and solves problems through working with partner agencies and identifying/considering alternative and pragmatic options.</p> <p>Communicates complex information in a clear and compelling manner and prepares relevant submissions and briefing notes.</p> <p>Liaises effectively with agency counterparts and with internal stakeholders to build relationships and share information.</p> <p>Coaches and mentors others to achieve their full potential.</p> <p>Provides support to the team and the Assistant Director, which can include formal supervisory duties.</p> <p>Exhibits accountability, professional integrity and respect consistent with the Department's values, Code of Conduct and the Public Sector Code of Ethics.</p> <p>Undertakes other duties as required.</p>

Core Capabilities

<p><b>Level 5</b></p> <p><b>1. Strategy and Analysis</b></p> <p>Anticipates, analyses and evaluates information. Displays innovative thinking and is solutions focused.</p> <p><b>2. Achieves Results</b></p> <p>Works independently and proactively collaborates with others to achieve results. Displays a strong resilience.</p> <p><b>3. Builds Productive Relationships</b></p> <p>Builds trust and effectively works together with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.</p> <p><b>4. Displays Personal Drive and Integrity</b></p> <p>Displays judgement, initiative and professionalism. Proactively seeks to continually learn and develop.</p> <p><b>5. Communicates and Influences Effectively</b></p> <p>Communicates complex information in a clear and effective manner for the target audience.</p>	<p><b>Levels 6 &amp; 7</b></p> <p><b>1. Shapes and Manages Strategy</b></p> <p>Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems.</p> <p><b>2. Achieves Results</b></p> <p>Works independently and manages individual and team work deliverables as required. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.</p> <p><b>3. Builds Productive Relationships</b></p> <p>Builds trust, effectively collaborates and maintains relationships with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.</p> <p><b>4. Displays Personal Drive and Integrity</b></p> <p>Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops themselves and others.</p> <p><b>5. Communicates and Influences Effectively</b></p> <p>Communicates complex information in a clear and compelling manner for the target audience.</p>
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Essential Role Specific Requirements (ERSR)

Analyst - Level 5	Senior Analyst - Level 6	Principal Analyst - Level 7
<p>1. Experience in providing advice on policy issues.</p> <p>2. Ability to develop/analyse and evaluate business case proposals.</p> <p>3. Sound relationship building and communication skills.</p>	<p>1. Demonstrated experience in providing advice on complex policy issues.</p> <p>2. Demonstrated experience in developing/analysing and evaluating business case proposals.</p> <p>3. Well developed relationship building and communication skills.</p>	<p>1. Significant experience in providing advice on complex policy issues.</p> <p>2. High-level experience in developing/analysing and evaluating business case proposals.</p> <p>3. Outstanding relationship building and communication skills</p>

Desirable Role Specific Requirements (DRSR)

<p>1. Tertiary qualification in a relevant discipline.</p>	<p>1. Tertiary qualification in a relevant discipline.</p>	<p>1. Tertiary qualification in a relevant discipline.</p>
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