

Analyst

STATEMENT OF DUTIES

AUGUST 2024

Number	Generic
Portfolio	Business Operations and Support
Branch	Finance and Budget Services
Section/Unit/School	Budget and Resource Services
Supervisor	Manager Budget Management
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South

Primary Purpose

Contribute to the development of the Department's budget and assist in the formulation and monitoring of budgets and resources at divisional, sectional and budget centre levels. Assist in the provision of advice to departmental management and budget centre managers on financial and budget planning issues. Maintain systems, prepare periodic reports and undertake briefings on budget performance and status.

Level of Responsibility/Direction and Supervision

Provide assistance in the development and monitoring of the departmental budgets and resources including provision of budget support and advice to budget centre managers and schools on financial and budget management and planning issues. Assist with the successful development and redevelopment of practices and programs. High level of responsibility and confidentiality necessary for handling sensitive budget and resource related information and issues.

The occupant works with a significant degree of independence in day-to-day activities and receives only limited supervision from the supervisor. Expected to develop and achieve standards and objectives within the framework of operational and strategic goals and objectives. The role will be supervised by the Manager Budget Management.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Assist in the development of Departmental budgets at a whole of agency level and at operational levels.
2. Assist in the operation and monitoring of departmental staffing mechanisms and School Resource Package processes.
3. Research and assist in the evaluation and appraisal of budget and resourcing issues for the Department and individual budget centres.
4. Liaise with and provide advice to budget centre managers on the implementation of budget and resource policies, principles and processes, and in relation to general financial management issues.
5. Assist in the revision of estimate reviews and liaise with budget centre managers in relation to budget and resourcing issues. Maintain record/information systems to inform, plan, deliver and evaluate training needs/statistics.
6. Undertake high level problem solving in issues relating to the budget including the planning phases.
7. Processing and high-level analysis of data maintained within key budget management information systems.

8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated ability to organise, plan, research and undertake projects, policy analyses and investigations related to resource and budget management.
2. Demonstrated capacity for initiative, innovation, and self-motivation and application together with the ability to foster the development of a team environment.
3. Demonstrated high level conceptual, analytical and investigative skills and the ability to think critically and solve problems particularly in relation to general financial management issues, especially budget matters and contemporary accounting practices.
4. Practical experience at a high level in financial management and accounting practices including the application of statutory requirements and instructions.
5. High level interpersonal skills, verbal communication negotiation, consultation, liaison and written communications skills, particularly in relation to report writing, presentation of analyses and providing recommendations.
6. Demonstrated ability to maintain key information technology systems and use of information technology spread sheeting and database management tools in the provision of high-level analysis.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Completion of, or progress towards, a relevant Tertiary Qualification

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services – August 2010
Request:
Date Duties and Selection Criteria Last Reviewed: 08/10 TDB
