

Senior Budget Analyst

STATEMENT OF DUTIES

MAY 2021

Number	Generic
Portfolio	Business Operations and Support
Branch	Finance and Budget Services
Section/Unit/School	Budget and Resource Services
Supervisor	Manager Budget and Resources
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Provide a high-level financial management, budget management and financial modelling consultancy service on aspects relating to the management of the Department's budget with a particular focus on financial modelling associated with needs-based school resourcing and other Government initiatives.

Support the planning, evaluation, implementation and reporting of key financial strategies to provide continuous improvement in financial management and budget operations, together with providing high quality client services in relation to budget management and resource allocation to schools and business units, including the development of appropriate policies and procedures.

Level of Responsibility/Direction and Supervision

High levels of responsibility, judgement and confidentiality are required while contributing at a senior level to the development, implementation and monitoring of the Departments budgets leading to the provision of advice and recommendations that support Departmental budget strategies.

The occupant operates with a significant degree of independence and autonomy in day-to-day activities and is accountable to the supervisor for the achievement of operational and strategic goals and objectives.

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 and Culture (P&C) 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. Support the planning, financial modelling, implementation and associated evaluation of budget resourcing and financial modelling associated with needs-based school resourcing and other Government initiatives, including assisting with the provision of comprehensive planning documents, recommendations and papers as required.
2. Support the modelling and analysis of the impacts of Australian Government funding methodologies on the Department's budget.
3. Co-ordinate and assist in the support of the provision of high level efficient and effective services to the Department that integrate the following budget management areas:
 - budget formulation, maintenance and monitoring of departmental operational budgets within the Department's finance systems, including allocations to schools; and
 - development of sustainable budget strategies, including budget review and re allocation
4. Research, analyse, evaluate and appraise the budgetary activities of the Department and individual budget centres and provide advice and guidance to senior management and budget centre managers on budgetary formulation, policy and monitoring activities.
5. Manage small projects related to the Department's budget management.

6. Assist with the preparation of the Department's annual budget with a particular focus on the co-ordination of School resource allocations.
7. Provide high level assistance with the preparation of information for Treasury, Budget Committee and Budget Estimates Committee.
8. Provide high quality advice and support to schools and budget centre managers in relation to budgeting and resourcing.
9. 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.
10. 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 knowledge and proven experience in budgeting and resource management in a diverse and multi-disciplinary organisation.
2. Proven financial modelling skills, including the ability to develop, analyse and review models.
3. Highly developed conceptual, analytical and creative skills to research, investigate, analyse, evaluate and integrate relevant solutions within a financial or policy context.
4. Management and leadership skills and knowledge, including the proven ability to manage projects of high complexity to achieve results in a dynamic and changing client focused environment
5. Demonstrated high-level interpersonal skills including communication, negotiation, and conflict resolution with the ability to provide high quality client support and well-communicated advice.
6. 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.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• A degree in Commerce, Economics, Business Studies or equivalent in a relevant discipline. |

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 P&C DELEGATE: 973874 – Assistant Director Workforce and Personnel Services
– May 2021

Request: 496507

Date Duties and Selection Criteria Last Reviewed: 05/21 VRH
