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| **Portfolio** | Communities and Justice | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Corporate Services/Finance and Procurement Services | |
| **Location** | Parramatta | |
| **Classification/Grade/Band** | Clerk Grade 9/10 | |
| **Role Number** | 50011412 | |
| **OSCA Code** | 223432 | |
| **PCAT Code** | 1119192 | |
| **Date of Approval** | 10 April 2025 | **Ref: Fin 067** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# **Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio.  Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community by providing services that are effective and responsive to community needs.

# **Primary purpose of the role**

This role supports the Continuous Improvement & Capital Team (within the Reporting & Analytics branch), by offering ongoing review and enhancement of reporting processes, policies, guidance and other strategies. This role will be responsible for both regular reporting and strategic reform deliverables.

The key deliverables include supporting strategic reform projects, implementing new strategic reform initiatives, and assisting with business-as-usual capital reporting processes. The role is actively involved in the development of whole-of-department budgeting and prepares periodic reporting products to DCJ Executive Leadership. The role may also provide strategic advice to improve and optimise the Department’s service delivery to help inform senior stakeholder decision making on operational matters while ensuring compliance with fiscal policies and guidelines.

# **Key accountabilities**

As a Senior Business Analyst, you will be expected to work in a dynamic and collaborative environment where communication and collaboration are key, enabling the team to manage strategic reform, interpret complex financial data, and deliver high-quality financial reporting.

Responsibilities include:

* Work collaboratively with the executive director and manager to analyse, develop and implement efficient new systems and processes to meet changing business requirements.
* Undertake analysis of monthly reports and other performance metrics to identify improvement opportunities and efficiency measures that meet the changing business requirements of the unit.
* Apply a thorough understanding of policies, regulations and guidelines (especially regarding accounting, budgeting and financial best practices) guidelines to ensure services and relevant improvement initiatives align with business needs and requirements. For example, the applicant would be comfortable with concepts of depreciation, how they relate to capital assets and conducting a forecast simulation based on available information.
* Identify policy gaps and improvement opportunities, and the development of logical, well-reasoned solutions.
* Preparation of high-level strategic financial advice, to be provided to DCJ Executive Leadership, which supports the achievement of organisational goals while upholding best practices in public administration.
* Support, coordination and oversight of all aspects of financial and performance reporting for a range of Capital projects, initiatives, and functions to ensure that government reporting requirements are met, the department’s position is properly explained to government, and outcomes are achieved.
* Coordination and collaboration with Divisional executives, Finance Business Partnering teams and other stakeholders is essential to understand and analyse key financial drivers.

# **Key challenges**

* Managing complex issues in accordance with appropriate procedures and assisting and supporting the Manager and colleagues in dealing with high-volume workloads and potentially challenging demands.
* Dealing with multiple and interacting initiatives with demanding timelines.
* Gaining cooperation and buy-in from senior management and staff across the Department to successfully implement change.
* Maintaining specialist knowledge relevant to the business unit and the service provided.

# **Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Continuous Improvement & Capital | Working together to deliver processes and systems which will deliver finance’s strategy to be future focused and value adding. |
| Sibling teams within Reporting & Analytics Branch | Build cooperative working relationships, negotiate and influence project to deliver solutions beneficial to business unit. |
| Finance Business Partners and other subject matter experts | Build cooperative working relationships, negotiate and influence project to deliver solutions beneficial to business unit. |
| MyWorkZone and other financial reporting systems teams | Build cooperative working relationships, negotiate and influence project to deliver solutions beneficial to business unit. |
| **External** |  |
| NSW Treasury | Working together to deliver on financial performance management for and reporting to NSW government and the Expenditure Review Committee. |

# **Role dimensions**

## Decision making

The role is accountable for their own daily work schedule and the delivery of work assignments on time.

Prioritises correspondence, inquiries and requests made in order to deliver the outputs of the team.

Submits reports, analyses, briefings and other written advice to Manager for approval.

## Reporting line

The role reports to the Manager of Continuous Improvement & Capital within the Reporting and Analytics branch.

## Direct reports

N/A

## Budget/Expenditure

Nil

# **Key knowledge and experience**

* Applied knowledge and experience in policy, strategic reform and change management.
* Applied knowledge and experience in accounting, business and financial analysis.
* Knowledge of annual government budget process and principles like the NSW Government Business Case Guidelines (TPG24-29) is preferred, but not essential.

# **Essential requirements**

* A bachelor’s degree in finance or related field
* Exceptional analytical and conceptual thinking skills.
* Intermediate excel skills and ability to interpret basic financial models.
* The ability to influence stakeholders and work closely with them to determine acceptable solutions.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# **Capabilities for the role**

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# **Focus capabilities.**

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | |  | **Behavioural indicators** | **Level** | |
| Personal Attributes logo | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | * Be flexible, show initiative and respond quickly when situations change. * Give frank and honest feedback and advice. * Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately. * Raise and work through challenging issues and seek alternatives. * Remain composed and calm under pressure and in challenging situations | | | Adept |
| Personal Attributes logo | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | * Model the highest standards of ethical and professional behaviour and reinforce their use. * Represent the organisation in an honest, ethical and professional way and set an example for others to follow. * Promote a culture of integrity and professionalism within the organisation and in dealings external to government. * Monitor ethical practices, standards and systems and reinforce their use.   Act promptly on reported breaches of legislation, policies and guidelines | | | Advanced |
| Relationships logo | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences * Clearly explain complex concepts and arguments to individuals and groups * Create opportunities for others to be heard, listen attentively and encourage them to express their views. * Share information across teams and units to enable informed decision making. * Write fluently in plain English and in a range of styles and formats.   Use contemporary communication channels to share information, engage and interact with diverse audiences | | | Adept |
| Relationships logo | **Work Collaboratively**  Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration. * Build cooperation and overcome barriers to information sharing and communication across teams and units. * Share lessons learned across teams and units. * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work.   Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | | | Adept |
|  | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | * Negotiate from an informed and credible position. * Lead and facilitate productive discussions with staff and stakeholders. * Encourage others to talk, share and debate ideas to achieve a consensus. * Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes. * Influence others with a fair and considered approach and sound arguments. * Show sensitivity and understanding in resolving conflicts and differences. * Manage challenging relationships with internal and external stakeholders. * Anticipate and minimise conflict | | | Adept |
| A green square with a check mark and text  AI-generated content may be incorrect. | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | * Use own and others’ expertise to achieve outcomes and take responsibility for delivering intended outcomes. * Make sure staff understand expected goals and acknowledge staff success in achieving these. * Identify resource needs and ensure goals are achieved within set budgets and deadlines. * Use business data to evaluate outcomes and inform continuous improvement. * Identify priorities that need to change and ensure the allocation of resources meets new business needs.   Ensure that the financial implications of changed priorities are explicit and budgeted for | | | Adept |
| A green square with a check mark and text  AI-generated content may be incorrect. | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Research and apply critical- thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence. * Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience. * Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience. * Seek contributions and ideas from people with diverse backgrounds and experience. * Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness.   Identify and share business process improvements to enhance effectiveness | | | Adept |
| A green square with a check mark and text  AI-generated content may be incorrect. | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines. | * Design and develop systems to establish and measure accountabilities. * Ensure accountabilities are exercised in line with government and business goals. * Exercise due diligence to ensure work health and safety risks are addressed. * Oversee quality assurance practices. * Model the highest standards of financial probity, demonstrating respect for public monies and other resources. * Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks.   Incorporate sound risk management principles and strategies into business planning | | | Advanced |
| A purple square with white gears  AI-generated content may be incorrect. | **Project Management**  Understand and apply effective planning, coordination and control methods | * Understand all components of the project management process, including the need to consider change management to realise business benefits. * Prepare clear project proposals and accurate estimates of required costs and resources. * Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. * Identify and evaluate risks associated with the project and develop mitigation strategies. * Identify and consult stakeholders to inform the project strategy. * Communicate the project’s objectives and its expected benefits. * Monitor the completion of project milestones against goals and take necessary action. * Evaluate progress and identify improvements to inform future projects | | | Adept |
| A purple square with white gears  AI-generated content may be incorrect. | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | * Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures. * Understand the impacts of funding allocations on business planning and budgets. * Identify discrepancies or variances in financial and budget reports and take corrective action. * Know when to seek specialist advice and support and establish the relevant relationships.   Make decisions and prepare business cases, paying due regard to financial considerations | | | Adept |

This role also utilises the Finance Professionals Capability Set. The capability set is available at www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/finance-capability-set.

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| --- | --- | --- | --- |
| **Focus Occupation Specific Capabilities** | | | |
| Finance logo | **Capability name**  Capability description | **Capability Set** | **Level** |
| **Financial Strategy, Governance and Risk management**  Establish effective and appropriate governance, assess the organisation’s strategic financial position, and  ensure effective investment and financing decisions. | * Monitor and reinforce continuous compliance with the internal financial control systems. * Provide quality advice and interpretation regarding funding allocations, program evaluation processes, and the financial implications of operational strategies. * Implement financial policies and controls to support the strategy formation processes, including data gathering structures, SWOT analysis and other strategic planning techniques. * Identify trends and innovations in professional financial control practice to support program evaluation and stronger commercial focus for government. * Prepare or evaluate complex business cases, financial proposals, cash flow and working capital analyses and identify, analyse and advise on financial instruments to minimise risk. * Provide technical subject matter input into the development of new finance policies or controls. * Provide advice on financial risk management and provide constructive challenges to risk mitigation strategies. | Level 3 |

# **Complementary capabilities**

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Results logo |  |  |  |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Business Enablers logo |  |  |  |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |