# Department of Energy, Environment and Climate Action

Position Description





[deeca.vic.gov.au](file:///C%3A/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Position details

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| **Position title:** | Senior Business Analyst |
| **Position number:** | 50966913 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,630 - $185,518 + super |
| **Employment type:** | Fixed Term until 30 May 2027  |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Water Resource Strategy, Register and Monitoring Services |
| **Work location:** | Flexible within Victoria Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | VWR Technical Program Lead  |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Simon Weller, VWR Technical Program Lead, 0401 713 436 |

Position purpose

The Senior Business Analyst will play a key role within the Register and Monitoring Services Branch, working alongside a highly skilled group of Senior BAs with deep expertise in Victoria’s Water Entitlement Framework. This role is responsible for defining business and data requirements, mapping business processes, and specifying data entry form and workflow behaviours. The Senior Business Analyst will also develop test cases and acceptance criteria to guide developers and cloud engineers, ensuring the VWR platform is accurate, efficient, and aligned with regulatory and business needs.

Context

*The Group*

The Water and Catchments Group, in partnership with Water Corporations, Catchment Management Authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Water Resource Strategy Division works with communities, Traditional Owners, and the water sector in knowing and sharing Victoria’s water resources. Our role is to maintain and reform policy, rules and frameworks to share water for all values and uses - towns and cities, regional communities, industry, irrigated agriculture, environment, Traditional Owner, and social values. We maintain integrity of the water management framework including water entitlements, Victorian Water Register, markets and compliance frameworks.

We monitor all water across the state and assess changes and risks including the impact of climate change. We facilitate consideration of use of and access to water for Traditional Owners, clean energy transition and to support mine rehabilitation. We make available water data and best information and provide efficient, user-focussed water accounting, management, trade and reporting services for Government and communities.

The Division consists of four Branches:

* Register and Monitoring Services
* Water Entitlements, Licensing and Groundwater
* Water Markets, Operations and Compliance
* Water Access and Planning

Accountabilities

* Develop and document detailed business requirements and user stories to guide solution design and delivery.
* Create and maintain test cases and acceptance criteria to validate business and system functionality.
* Analyse and assess existing business processes and functions, identifying gaps and opportunities for improvement.
* Actively participate in the planning and prioritisation of backlogs and the iterative delivery of services.
* Develop and maintain trusted, credible and effective relationships with stakeholders including Water Register Partners, vendors, internal business stakeholders and the project delivery team
* Design screen mock-ups and prototypes to enhance user experience and facilitate efficient data entry.
* Interpret policy, legislation, and regulatory requirements, translating them into practical business requirements.
* Facilitate workshops and collaborate with stakeholders to ensure requirements align with strategic objectives and operational needs.
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Mature experience in gathering requirements, producing detailed specification documents and testing protocols and their application within a business transformation context (e.g. 8 years in relevent roles, or similar demonstrable experience).
* Mature experience in stakeholder consultation and facilitation with a track record in delivering quality solutions to a range of stakeholders in both a strategic and operational capacity (e.g. 8 years in relevent roles, or similar demonstrable experience).
* Ability to rapidly absorb, learn and deliver quality specifications, business and services models.
* Strong experience with Agile/Scrum project delivery methodologies.
* Knowledge and/or experience with the Victorian Water Entitlement Framework
* Knowledge and/or experience in the application of technology to water resource management, preferably within a Victorian context; experience working with MS Dynamics highly desirable.

**Capabilities**

* **Working Collaboratively:** Identifies, and works to overcome, barriers to knowledge or information sharing
* **Partnering and Co-creation:** Builds trust in partnerships through timely and quality delivery of outcomes
* **Innovation and Continuous Improvement:** Uses understanding of clients or stakeholders’ context to design and implement systems for continuous improvement within team or organisation
* **Systems Thinking:** Conceptualises and defines the systems working within the organisation.

Position specific requirements

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| Financial Delegation Value | Not required |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work
* Field work
* Emergency response work
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| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:   | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply Non-VPS applicants will be subject to a probation period of six months |
| Privacy  | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities
2. We are diverse
3. We are inclusive and flexible
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@deeca.vic.gov.au.

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email customer.service@deeca.vic.gov.au