# Department of Energy, Environment and Climate Action

Designated Aboriginal Position Description





## Position details

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| **Position title:** | Senior Business Analyst |
| **Position number:** | 50964080 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Fixed Term for 12 months |
| **Group:** | Corporate Services |
| **Division & Branch:** | Information Services / Project Delivery, Change and Communications |
| **Work location:** | 2 Lonsdale Street, Melbourne - Flexible  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Program Director / Project Manager |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Peter Stefanidis, peter.stefanidis@deeca.vic.gov.au |

Designated Aboriginal Position (DAP)

A designated position is only available to Aboriginal and/or Torres Strait Islander people. It is an affirmative or special measure under section 12 of the Equal Opportunity Act to support redressing disadvantage of certain groups or individuals.

* Applicants need to provide their Aboriginality form or a past completed Aboriginality form prior to offer stage to the hiring manager.
* If you do not have access to an Aboriginality form, here is a link for the form [2024 Aboriginality Form.pdf](https://delwpvicgovau.sharepoint.com/AskAda/Forms/AboriginalityForm.docx).
* If you are the successful applicant for a designated position, an offer of employment cannot be made until a completed Aboriginality Form has been provided to the hiring manger.
* If you have a certified copy of an existing Aboriginality form previously completed by an Aboriginal community organisation (with contact details to verify), this may be used by the hiring manager in place of the DEECA Aboriginality Form

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DEECA Aboriginal Employment and Development Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s Aboriginal Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.vic.gov.au). We can assist you with your application and help to prepare you for this process.

**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](mailto:self.determination@deeca.vic.gov.au).

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

The Business Analyst contributes to the successful delivery of information technology projects across the Department of Energy, Environment and Climate Action (DEECA). This role involves working collaboratively with a broad range of internal and external stakeholders with a focus on the customer/ end user’s vision and a holistic understanding of how to deliver business outcomes.

This role, engaged primarily for the Common Technology Platform (CTP) Program, is expected to lead high quality business analysis project delivery support services to the Program. The Business Analyst is responsible for supporting the delivery of the Program through to business requirements gathering and traceability as well as support the deployment, change and operational transition of various technology solutions to the business.

To be successful in this role the Business Analyst will have strong communication and relationship building skils and experience in manageing a team of one or more business analysts. They will be working with a wide range of stakeholders across the Department facitating changes in line with the 2024-25 Financial Year Information Services Division strategic roadmap.

Context

**About the Group**

The Corporate Services Group enables good governance, delivers efficient and effective services that meet customer needs, and partners to deliver the One-DEECA strategic framework. We provide whole-of-department services, systems, processes, policies, strategies, standards, reporting and analysis. We have a whole-of-department view and use and share insights, data and business intelligence to inform decision making across the department.

We also have a broader whole-of-Victorian-Government view with a focus on public sector reform and future capability. We play an important role in enabling good governance while delivering efficient and effective services that meet customer needs, working as their partner to deliver the One-DEECA strategic framework.

Together we deliver better by working across our group and with our colleagues in other groups to deliver services across people and culture, finance, strategy, planning, information services, digital and customer communications (including the customer contact centre) and legal services.

**The Division**

The Information Services Division leads the provision and adoption of information and communication technology and processes, that enable business groups to achieve their strategic objectives.

The focus of the division is to add value by leveraging technology and ways of working, to deliver a stable and contemporary technology environment that provides the platform for DEECA to manage its business and deliver excellent customer services.

The Information Services Division will be at the forefront of technology solutions and expertise to best deliver our customers’ technology needs. We will apply best-practice methods and techniques to deliver, operate and govern our technology products and services, we will deliver cost-effective technology solutions and embed our customer’s needs into all our decision-making.

Accountabilities

* Define, document and maintain as-is and to-be technical processes, functional specifications and system designs for project solutions
* Lead the analysis, translation and validation of business and technical requirements into concise functional and technical requirements specifications for the Common Technology Platform program, ensuring that requirements statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable and that they conform to standards.
* Investigate current state procurement business processes, policies, and systems to determine the operational, functional and integration gaps and changes required to deliver on the strategic program objectives and related initiatives, noting alignment with scope and priorities.
* Develop and maintain business-delivery relationships via facilitating collaborative workshops and planning sessions throught the course of delivery, and ensuring that artefacts developed are unabiguous with concise acceptance criteria.
* Liaise with third party vendors ensuring that the Program’s requirements are completely and appropriately presented, in alignment with proper contract management and product delivery processes.
* Establish and maintain strong, collaborative and productive working relationships with Program’s stakeholders within and external to the Department.
* Support solution design via translating information from stakeholders, systems, delivery and business artifacts into clear specifications that enable quality outcomes.
* Support organisational change management activities for the Program including providing advice on the activities and effort required to successfully undertake the organisational change, advisce on appropriate training techniques and materials to achieve organisational change, stakeholder analysis, change impact assessments, communication and engagement plans, business and change readiness and change effectiveness.
* Ensure the highest ethical standards in the achievement of corporate objectives, based on a strong commitment to the DEECA values of Teamwork, Ownership, Wellbeing and Safety, and Service Excellence.
* To 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**

* Business Analysis qualifications (e.g., CBAP)
* Relevant tertiary qualification in Business / Information Systems
* Project management qualifications (Agile and Waterfall)
* Minimum 5 years working in an analyst role or similar on IT and Business change corporate projects / programs would be highly desirable.
* Excellent oral and written communication skills, including the ability to write high quality reports, deliver presentation and run requirements workshops, business case development and have experience presenting information to technical and non-technical stakeholders.
* Experience engaging with a wide variety of stakeholders and facilitating workshop engagements to gather requirements suitable for agile deliver.
* Experience working as part of cross functional agile delivery teams and participation in agile ceremonies.
* Experience working collaboratively with a product owner and other business analysts to create project artefacts.

**Capabilities**

* Partnering and Co-Creation: Identifies and partners with users/stakeholders/experts to ensure active collaboration in the design process to understand user needs, obtain ideas, insights and input. Ensures decisions are made within agreed timeframes.
* Stakeholder Engagement: Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues.
* Systems Thinking: Formulates potential courses of action to achieve objectives based on an in-depth understanding of the business environment & its systems; Champions the common technology platform strategy across the organisation and VPS more broadly acting as a thought leader in this area; Establishes an integrated perspective of the organisation’s systems & identifies the leverage points where intervention will add value.
* Critical Thinking and Problem Solving: Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* Project Delivery: Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.
* Influence and Persuasion: Gains agreement to proposals & ideas; Build behind the scenes support for ideas to ensure buy-in & ownership; Uses chains of indirect influence to achieve outcomes; Involves experts or other third parties to strengthen case.

Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | Confirmation of Aboriginality will be required for appointment to this position. For assistance contact the Aboriginal Employment and Cultural Strategy team at: [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.vic.gov.au)  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’.

**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](mailto:customer.service@deeca.vic.gov.au)