



POSITION DESCRIPTION

Position:	Business Analyst, EL1
Location:	Various locations
Reporting to:	EL1 Data and Data Governance Stream Lead
Purpose of position:	The Business Analyst position is responsible for designing and managing information and intelligence processes to underpin the Commission's use of Serious Incident Response Scheme (SIRS) information and other data so that their full value is realised by the Commission.

ACQSC Strategic Purpose: To protect and enhance the safety, health, well-being and quality of life of people receiving aged care.

Branch Overview: Drive a strategic approach to our regulatory activity, aligned to expectations of government, consumers, providers and the community. Supporting the Commission to efficiently deliver its purpose, by provision of the context of the sector of we operate in.

Section Overview: The Intelligence and Analysis function provides the 'One Commission' with the data, information and intelligence it needs to effectively and efficiently deliver, assess and tailor regulatory operations to protect the safety, health and wellbeing of aged care consumers.

Key Accountabilities:

- Gathering, validating and documenting business requirements.
- Modelling business processes and identifying opportunities for process improvements.
- Identifying issues, risks and benefits of existing and proposed solutions and outlining business impacts.
- Creating functional specifications for solutions.
- Implementing and testing of solutions.
- Supporting business transition and helping to embed changes.

Key challenges

- Demonstrate strong leadership to facilitate the Commission achieving its collective data management objectives, in an evolving environment.

Key Relationships:

- The position will be required to work with business group data and system users across a number of functional areas of the Commission and with external stakeholders involved in our data acquisition and use activities.

Essential Requirements:

- Strong leadership, stakeholder management and negotiation skills
- Excellent interpersonal, oral and written communication skills
- Demonstrated experience in the planning, implementation and reporting of information, research or data management projects or services
- Sound understanding of requirements for information management throughout the Intelligence lifecycle
- Demonstrated experience in identifying user needs and opportunities, and potential system and process solutions that realise these
- An understanding of the Commissions legislative environment or demonstrated ability to rapidly gain this knowledge.

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Capabilities for the role: The APS ILS Framework applies to this position.

Capability Summary

Capability	Description	Behaviour Indicators
Supports Strategic Direction	Inspires a sense of purpose and direction	Translates the strategy into operational goals and creates a shared sense of purpose within the business unit.
	Focuses strategically	Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda.
	Harnesses Information and Opportunities	Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints.
	Shows Judgement, Intelligence and common sense	Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions.
Achieves Results	Builds organisational capability and responsiveness	Evaluates ongoing project performance and identifies critical success factors. Instigates continuous improvement activities.
	Marshals professional expertise	Values specialist expertise and capitalises on the knowledge within the organisation as well as consulting externally as appropriate
	Steers and implements change and deals with uncertainty	Responds in a positive and flexible manner to change and uncertainty
	Ensures closures and delivers on intended results	Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required
Cultivates productive working relationships	Nurtures internal and external relationships	Builds and sustains relationships with a network of key people internally and externally
	Facilitates cooperation and partnerships	Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.
	Values individual differences and diversity	Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views.
	Guides, mentors and develops people	Encourages and motivates people to engage in continuous learning, and empowers them by delegating tasks
Exemplifies personal drive and Integrity	Demonstrates public service professionalism and probity	Adopts a principled approach and adheres to the APS Values and Code of Conduct.
	Engages with risk and shows personal courage	Provides impartial and forthright advice.
	Commits to action	Takes personal responsibility for meeting objectives and progressing work
	Displays resilience	Persists and focuses on achieving objectives even in difficult circumstances
	Demonstrates self-awareness and a commitment to personal development.	Confidently communicates strengths and acknowledges development needs
Communicates with influence	Communicates clearly	Confidently presents messages in a clear, concise and articulate manner.
	Listens, understands and adapts to audience	Seeks to understand the audience and tailors communication style and message accordingly
	Negotiates persuasively	Anticipates the position of the other party, and adapts approach accordingly