POSITION DESCRIPTION

Position Title:	Analyst – Business and Data Systems
Tenure:	Ongoing, Full-time
Salary:	$88,746 to $110,933 per annum plus 15.4% superannuation
Reports To:	Manager – Business and Data Systems
Direct Reports:	Nil
Location:	Canberra (remote working may be considered on a case-by-case basis)
Contact Officer:	Luke Beveridge, (02) 6263 1111
Applications Close:	**11:59pm AEDT Sunday, 1 December 2024**
Security Level:	Baseline
Qualifications:	The Analyst is required to possess a relevant tertiary qualification (e.g., in finance, economics, commerce, computer science, or another related discipline) from a recognised institution.
Other qualities:	Experience in, or knowledge of, Australian financial markets
	Strong skills in the application of statistical software and/or programming languages (e.g. R, Visual Basic, etc.) to analyse and report on data trends

Role Overview:

Reporting to the Manager – Business and Data Systems, the Analyst (APS 5) works independently and under limited guidance to maintain and update fit-for-purpose business systems and other platforms that meet the needs of both internal and external stakeholders to the Australian Office of Financial Management (AOFM).

Demonstrating excellent data analysis and communication skills, the role provides a conduit between technological and data solutions and business requirements, solving problems and delivering a range of outputs to support strong agency outcomes and relationships. It also works to support information security measures and the development of frameworks and plans for the AOFM, recommending changes to improve business efficiency and effectiveness.

Demonstrating ownership of its own and team outcomes, the role exercises high-level time management skills to deliver quality results, providing guidance to colleagues as required and engaging in ongoing professional development opportunities.

Key Activities

Key responsibilities of the Analyst – Business and Data Systems include:
- Maintain, monitor and troubleshoot issues within key business systems (e.g., the Quantum Treasury System) used to capture market activities, portfolio valuations, accounting results and other key data.

- Maintain programs that analyse AOFM portfolio data to produce internal reports in support of stakeholder decision-making across the agency.
- Liaise with a range of business areas across the AOFM to understand and respond to requests for information, system improvements and fixes.
- Develop and generate targeted solutions, analysis and reports using the SQL data warehouse and other databases, statistical and data visualisation software, websites, presentations and other materials to support and provide information for internal and external stakeholders.
- Contribute to the AOFM Commonwealth Budget Estimates processes. This includes the maintenance of existing models and fostering the relationship with Treasury during Estimates processes.
- Support AOFM in maintaining an appropriate level of information security, including via contributing to audits, reviews and business continuity plans.
- Contribute to the development and maintenance of databases, records and procedures relating to business and data systems.
- Develop plans and objectives for short-term tasks and contribute to strategic planning for longer-term initiatives.
- Make recommendations for changes to guidelines, systems, documentation and processes to improve their efficiency, clarity and effectiveness.
- Hold a sound general knowledge of the role and functions of the AOFM and an understanding of how these relate to the work area.
- Maintain a well-developed understanding of legislation, policy and systems relevant to the AOFM's operations.
- Provide guidance and coaching to new AOFM staff to assist them in developing and applying knowledge of key legislation, policies, guidelines, systems and processes pertaining to business and data systems.
- Represent the Business and Data Systems work area at internal and external meetings and other fora as required.

Behavioural attributes:

The following behavioural attributes apply:
- Oral Communication
- Written Communication
- Judgment and Problem Solving
- Leadership and Initiative
- Output Management
- Relationship Management
- Self-Development

Capabilities:

Core capabilities required to perform the role of Analyst include:
- The ability to use databases (e.g., Microsoft SQL, Microsoft Excel, etc.) and/or data visualisation software (e.g., PowerBI) to analyse and report on data trends.
- The ability to communicate effectively both verbally and in writing to provide information and build strong relationships with key stakeholders.

- Strong problem-solving skills, including the ability to troubleshoot and resolve data or systems issues.
- Strong time management skills, including the ability to manage own workload and deliver high-quality results within agreed timeframes.
- The ability to demonstrate ownership of team outcomes, including leading and training others and taking initiative to ensure that collective goals are met.
- A demonstrated commitment to self-reflection and willingness to participate in professional development opportunities.

SELECTION CRITERIA

APS5 Analyst – Business and Data Systems

Position No:	BDS-05	APS Classification:	APS 5
Group:	Business and Data Systems	AOFM Band:	AOFM 2

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position and Duty Statement. Should referees be contacted, they will also use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

Selection Criteria

1.   Ability to work with complex and technical information to support decision making.

2.   Ability to work in a small team to achieve team goals.

3.   Ability to manage competing demands to produce quality and timely outputs.

4.   Ability to communicate effectively (both verbally and in writing).

HOW TO APPLY
Please email your application to recruitment@aofm.gov.au including:
- Your resume
- Your statement of claims against the Selection Criteria (no more than 1000 words)
- A completed Candidate Form

CONTACT OFFICER:
Luke Beveridge
recruitment@aofm.gov.au
02 6263 1111

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Please note: Flextime arrangements are not included in the **AOFM Enterprise Agreement**