

Role Statement



TITLE OF POSITION: Business Process Analyst

CLASSIFICATION LEVEL: ASO-5

REPORTS TO: Team Leader, Procurement – Policy, Process and Procedures

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of: Procurement and Contracting, Capital Initiatives, Customer and Information Services, Finance and Risk, People and Performance, Commercial and Legal, Planning and Transport Policy, and Enterprise Information Management.

Role Overview

This role forms part of the Procurement and Contracting Directorate, which is responsible for delivering the full life cycle of procurement and contract management services to DPTI.

The Business Process Analyst is accountable to the Team Leader, Procurement – Policy, Processes and Procedures. The role takes responsibility for investigative work to determine business requirements then identify effective processes. This leads to the provision of advice and recommendations which are based on expert research and analysis. This role is also responsible for reviewing, monitoring and reporting on outcomes and opportunities, through continuous improvement processes.

Directorate:
Position Number:
ANZCO Code:
Location: # 11689816
Version 1.0 (17/03/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Business Process Analyst is required to undertake a wide range of activities which may include all or any of the following:

- a. Prepares and implements procurement and contract policy development processes and services that comply with relevant legislation, and Codes of Practice and support the Department in being a contemporary provider of procurement and contract management services.
- b. Resolves complex policy issues with innovative solutions that are consistent with Agency procurement and contract management objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- c. Provides high level analysis, research, information and expert advice that supports evidence based development, reshaping and refining of the Agency's procurement policy and processes.
- d. Undertakes assessment of critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- e. Coordinates and undertakes investigations, audits and prepare reports and recommendations on procurement and contract management policy compliance and matters of some complexity and sensitivity.
- f. Contributes to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- g. Contributes to a high standard of customer service for internal and external clients and quality management and risk.
- h. Builds and maintains stakeholder relationships to assist in the development and implementation of new and/or amended policies, procedures and processes
- i. Assists the Capability and Training Officer in the preparation and delivery of training of staff in new and/or amended policies, processes and procedures.

Special Conditions and Essential Requirements

Qualifications / Licences

- a. Tertiary qualifications in a relevant discipline are desirable.

Person Capabilities


- a. Works respectfully and effectively with Aboriginal and Torres Strait Islander people, and understands their cultural values and ensures programs and services are accessible and meets Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”

- ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
 - d. Understands and is responsive to customer needs and perspectives, and provides professional procurement and contract policy development experience while managing outcomes which respect DPTI's systems, processes, and policies.
 - e. Demonstrates ability to undertake investigations under limited direction and in a timely manner, and collaborates intra-departmentally to seek and provide informed advice on complex procurement and contract policy issues to mitigate the agency's risk.
 - f. Demonstrates commitment and accountability to the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
 - g. Demonstrates knowledge of government procurement policies and the role of the Department and its procurement strategies.
 - h. Works under limited direction, independently or as part of a team, utilises high level analytical and research skills and contemporary knowledge of procurement and contract management issues, risks and directions.

Delegate Approval

.....J. GLATIER.....

Name

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Signature

Date: 4 / 10 / 17

