



# Role Statement

<b>Role title</b>	Change Business Analyst	<b>Classification</b>	AS06
<b>Branch</b>	Shared Services SA	<b>Type of Appointment</b>	Contract Short Term
<b>Section</b>	Finance Reform Program	<b>Position Number</b>	TBA
<b>Approved by</b>	Program Director, Finance Reform Program	<b>Date</b>	April 2026

## Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

## Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.  
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

## Who we are



### Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



### High Performing

We are known for achieving successful and timely outcomes.



### Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



### Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



### Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

## What we are known for

*A world class Treasury and Finance.*  
*A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.*

### Branch/Section

The Change Business Analyst will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA to replace the Government's main financial management system (FMS), Masterpiece. The existing system, used by the majority of SA Government Agencies (excluding SA Health), was implemented 30 years ago and is reaching the end of its useful life.

The implementation of a new contemporary FMS, and best practice processes, will fundamentally change the way finance activities are performed across all in-scope Agencies and impact a broad range of stakeholders, including financial, ICT and operational teams.

The program of work includes the procurement of a new financial management system, design of standardised business processes leveraging industry leading practices and out-of-the-box functionality, testing and deployment of the new system across a wide range of government agencies and significant change management and stakeholder engagement activities.

The Change Business Analyst serves as a critical integration point between the Finance Reform Program project team and Shared Services SA — the central shared services function delivering financial and administrative services to South Australian Government agencies.

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### What this role is responsible for

- Analyse and document current financial business processes and interactions within Shared Services SA and Agencies.
- Develop to-be business processes which leverage out-of-the-box system functionality and maximise the opportunities for improved efficiency and automation.
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- Support the conversion of to-be business processes into the functional and technical design for the new financial management system.
- Review existing service delivery arrangements and collaboratively draft updated service definitions, performance standards and obligations; facilitate stakeholder consultation and progress sign-off of the service design and service agreement in line with program milestones.
- Maintain accurate and complete records of business activities created and received in accordance with the *State Records Act 1997* and policies and procedures.
- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

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### Who this role reports to

- The Change Business Analyst reports to the Change Manager

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### Key Relationships/Stakeholders

- Subject Matter Experts in the Functional and Technical teams.
- SSSA team members.
- Key contacts in client SA Government Agencies across the Public Sector
- Key contacts in Third Parties including Oracle and the System Implementation Partner

### Special Conditions

- Some out of hours work may be required.
- Intrastate and interstate travel may be required.
- The incumbent will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DTF Pre-Employment Screening Policy.  
This role requires:
  - SAPOL
  - Satisfactory Security Clearance - General Employment Probity Check
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

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### Essential Expertise

- Extensive experience in business process mapping and analysis, ideally within a large-scale ERP implementation or finance systems project.
- Skills in process mapping, value stream analysis, root cause analysis, Lean and Six Sigma principles.
- Demonstrated experience in working on large scale complex projects and managing work to achieve specified timeframes.
- Demonstrated analytical, multi-tasking and problem-solving skills with the ability to collect, diagnose and analyse complex issues.
- High level of attention to detail with the ability to work autonomously and in a team environment.
- Proven ability to prioritise and organise work to meet deadlines, including managing competing demands and tasks in a demanding work environment.
- Demonstrated ability to work effectively under pressure with the ability to be innovative and the capacity to assist in identifying and implementing initiatives to improve efficiency and/or service quality.
- Significant knowledge of ICT systems environments and demonstrated skills in the Microsoft Office suite of products.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

### Desirable Expertise

- SA Public Sector knowledge and experience
- Experience supporting change management activities including impact assessments and readiness planning.
- Familiarity with service delivery and operating level agreements.
- Knowledge and experience in finance/accounting process and systems.