

POSITION DESCRIPTION

# POSITION TITLE: Business Analyst

# JOB CLASSIFICATION: 3

# WORK UNIT: ICT

# RESPONSIBLE TO: Technology Strategy Manager, ICT

# LOCATION: N/A

# PRIMARY RESPONSIBILITY:

# This role is responsible for gathering and prioritising user stories and gathering, planning and supporting delivery of business solutions. The role requires a strong understanding of business processes as well as a technical capacity to derive value through aligning these with current and planned ICT activities and is a key in identifying and delivering successful business outcomes with a strong focus on customer experience.

# DUTIES

The key responsibilities for this position include:

* Meeting with key business stakeholders to understand business needs, gather information and analyse requirements;
* Work closely with stakeholders and change management to identify impacts to business processes as a result of system or application changes;
* Develop business process mapping and develop as-is / to-be results through engagement with ICT staff and business staff across Engineers Australia as needed to ensure appropriate business opportunity is aligned with technical capability and is identified and documented;
* Create and develop BA artefacts;
* Operate proactively with the business to analyse business requirements and specify appropriate technical solutions in accordance with Engineers Australia’s ICT strategy;
* As appropriate develop or assist in the development of plans and proposals with clearly defined recommendations, deliverables and justification.

# WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As a worker for Engineers Australia, you must:

* Take reasonable care for your own health and safety in the workplace
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace
* Cooperate with your employer about matters of health and safety
* Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

1. **COMMUNICATION AND RELATIONSHIPS**

* The position will work closely with all managers and staff across Engineers Australia.

1. **EXPECTED BEHAVIOURS**

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| **Stakeholder Focus** | * Actively seeks to build relationships by taking the opportunity to build rapport and understand stakeholder needs. * Listens, identifies and provides advice to internal and external stakeholders that adds value and creates solutions to help them address stakeholder needs. * Acts as a role model for positive working relationships by involving others and drawing on team strengths. |
| |  | | --- | | **Change Agent** | | * Promotes and endorses change efforts. * Draws upon a range of sources to implement new ideas and solutions. * Determines course of action despite a lack of clarity. |
| **Effective Collaborator** | * Communicates in meetings with confidence. * Actively listens to and actively explores others views and perspectives |
| **Delivers Excellence** | * Consistently delivers projects on time, on budget and to desired quality. * Project lead, drawing on resources and skills to manage workload. * Monitors progress and gains buy-in to the project. * Contributes to the development of work plans and team goals. |

# SELECTION CRITERIA

* Tertiary qualifications in Business, commerce, ICT or related, field coupled with at least 5 years’ experience in Business Analysis & Process Improvement. Prefer Six Sigma certification or similar;
* Demonstrated understanding of data and information architecture, and ability to develop workable solutions that meet business requirements;
* SDLC Skills with strong Agile to ensure activities follow best practise methodologies and outcomes;
* Demonstrated experience developing and utilizing effective project development artefacts;
* Demonstrated experience with cloud based systems;
* Outstanding verbal and written communications skills to elicit needs and develop business artefacts to support successful business outcomes.