# Business Analyst

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0062274</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</td>
<td>UOM 8 - $115,137 - $124,622 per annum (pro rata for part-time)</td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. Indigenous applicants are encouraged to apply.</td>
</tr>
</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | John Parshotamdas  
Tel +61 4 33 305 068  
Email john.parshotamdas@unimelb.edu.au  
*Please do not send your application to this contact* |
 ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation, and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff, and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

Enterprise Technology delivers efficient, sustainable, competitive, innovative, and safe campus facilities and information technology services.

The Digital Products Centre of Excellence (DP CoE), within Enterprise Technology acts as a central governing body bringing together stakeholders from across the organisation, and sets the standard for architecture, updates, enhancements, and operations.

EQUAL OPPORTUNITY, DIVERSITY, AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
ABOUT THE ROLE

Position Purpose:
The Business Analyst will work with key stakeholders across the University and within Business Services to provide requirements analysis and specification for initiatives, projects and backlog items delivered by the Digital Products Centre of Excellence (DP CoE).

This role will work with key business and technology stakeholders to provide analysis to; elicit, analyse and specify business, functional and non-functional requirements, document processes, perform solution validation and support implementation of solutions.

The Business Analyst will develop strong collaborative relationships; as they work between Business stakeholders, the delivery teams, the DP CoE, and wider Business Services teams to provide delivery of analysis services for ongoing portfolio delivery demand.

This is an important role that will contribute to the ongoing uplift in capability of the BA Practice through identification and utilisation of best practice analysis and engagement approaches in delivery of BA services and work products.

Reporting line: Lead BA – DP CoE
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Significant
Judgement: Moderate
Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

- Build and sustain ongoing relationships with University and Business Services stakeholders, clients, project owners, project teams and SMEs in providing analysis services for effective delivery of analysis outcomes.
- Determine and apply appropriate analysis techniques including but not limited to; stakeholder identification and management, eliciting, analysing and specifying business, functional and non-functional requirements, analysing/documenting processes and process improvements, and supporting solution(s) identification/validation and implementation.
- Perform business, functional, and non-functional requirements analysis and specification for in-flight projects within the DP CoE.
- Provide efficient and effective delivery of project-based analysis tasks within projects (i.e. delivered to agreed time, cost & quality specifications).
- Ensure adoption of appropriate business analysis approaches (incl. activities & deliverables) for program/project analysis teams; allocating and leading analysis tasks and analysis teams to contribute to overall project delivery within budgets and timeframes (as needed and in consultation with the Lead BA of the DP CoE).
- Support the DP CoE Lead BA in delivering capability uplift through active contribution within the BA Practice.
- Provide expert advice and analytical input to projects and initiatives across the University.
- Business focused and able to manage both application and business process projects from requirements to delivery.

Selection Criteria:

Education/Qualifications

1. The appointee will have a relevant postgraduate qualification with significant relevant experience or an equivalent combination of relevant significant experience and/or education and training.

Knowledge and skills:

2. Demonstrate the Business Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Significant experience in business requirements analysis and specification in a large and complex organisation with a proven ability to deliver complex user specifications and/or detailed business requirements.

4. Strong interpersonal skills with the ability to motivate, persuade, negotiate, and develop strong working relationships with senior stakeholders across the University and University Services.

5. Excellent written and verbal communication and interpersonal skills with the ability to translate and
provide clarity between business and technology teams.

6. Ability to guide and support program/project-based analysis teams for efficient and effective delivery of analysis outcomes.

7. Proficiency in planning, conceptual, analytical, and problem solving with demonstrated ability to develop innovative solutions.

**Other job-related information:**

Occasional out of hours work and travel to other University locations within Victoria may be required from time to time, depending on project needs.