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| Position Profile – Business Analyst (Trading) |  |

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| **Division**  | Business Services | **Team**  | Information and Communication Technology |
| **Location**  | Brisbane | **Reports to**  | Business Analyst Lead |
| **Date Updated** | Sep 2024 | **Position Number** |  |
| **Grade (TPS only)** |  |  |  |

## Position Purpose

The Business Analyst (Trading) will work together with stakeholders across the Stanwell business functions to:

* Determine and document, scope and requirements for the development of work packages and projects within Trading Technology Solutions team.
* Document business, process and system analysis support for the delivery of assigned projects.
* Facilitate the end-to-end business analysis process (for requirements through to testing and implementation support), associated with assigned projects.

Trading projects include our strategic trading platform, new products offered to the market, changes to support renewable initiatives and improvements related to our large corporate customers. The role is part of a team with a broad area of responsibility, contributing to the success of Stanwell through adaptive delivery and an interesting workload with constant variety. The Business Analyst is seen as a key member of the team and together with the Project Manager own the successful outcomes of projects.

## Qualifications

* Degree in information technology, information systems, business or equivalent qualifications or experience.

**Experience**

* Demonstrated strong experience in Business Analysis techniques within large and complex environments, working on large and small projects
* Ability to gather and investigate information from a variety of sources, explore ideas and viewpoints
* Experience as business analyst on fast-paced projects delivering significant business change
* Proven high level interpersonal skills as demonstrated by successful outcomes in the areas of presentation, workshop facilitation, consultation and change management including the ability to prepare, coordinate and present timely and accurate advice
* Track record of working in a fast-paced collaborative cross-functional environment
* Knowledge of trading or financial instruments would be highly beneficial
* Experience in documenting requirements, screen/report mock-ups
* Experience in developing acceptance criteria
* Experience with process definition, BPMN and requirements gathering
* Experience with scrum, sprints, Jira / Azure DevOps and managing a product’s backlog within an Agile framework
* Experience in coordinating testing of business systems
* Experience with Azure DevOps, Confluence, Miro, and Microsoft Office is highly desirable.

## Responsibilities and outcomes

* Identifying and analysing business processes and requirements, via workshops and individual sessions.
* Liaise with suppliers and internal stakeholder groups to ensure requirements are clearly understood.
* Documentation of business processes, business requirements and functional specifications.
* Relationship building - Work collaboratively, develop and maintain positive working relationships with business and ICT stakeholders and members of other project teams
* Maintain a forward-looking perspective of business processes to establish scope.
* Through understanding technical capabilities of the team, provide advice and recommendations on solution complexity
* Execute and/or coordinate testing for projects as required, including capturing and managing test results.
* Guide the business through UAT to sign off, managing any post-implementation changes
* Work collaboratively with the stakeholders, users and development team and members of other project teams.
* Work collaboratively with trading and ICT business analysts to identify and implement methodologies and practices that add value

## Key capabilities

This position is expected to have demonstrated capability in the following areas:

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| ***Analytically Minded*** | Gathers relevant information and identifying key issues; relating and comparing data from different sources, as well as identifying cause and effect relationships. |
| ***Implementation*** | Reliable, detailed-focused and meticulous. Consistently follows through on plans and deliverables to ensure they are carried out in a timely manner. Assuming responsibility for co-ordinating people, time and budget to meet goals as required. |
| ***Influencing*** | Using appropriate interpersonal styles to gain acceptance of ideas and plans or to change a person’s perspective; modify one’s own behaviour to accommodate tasks, situations, and individuals involved. |
| ***Inner Drive*** | Self-motivated to work hard and strive to achieve success, with high energy levels and pace of work. Establishes challenging goals and demonstrate passion in pursuing these goals. Doing what it takes to achieve worthwhile goals; making repeated attempts to achieve realistic goals despite barriers/ obstacles. |
| ***Organisation***  | Organised and tends to take a structured approach to tasks/goals. Plans effectively and manages resources and execution appropriately to ensure projects are delivered on time.  |
| ***Stanwell Values*** | Uphold and champion Stanwell’s Values and Code of Conduct (including ethical behaviour, fair treatment, conflict of interest, confidential information, and complying with the law). Ensuring they are at the forefront of decisions and action, coaching and challenging others to demonstrate acceptable behaviours where appropriate. |
| ***Teamwork*** | Work cooperatively, supports and collaborates with team members and across other teams to successfully achieve targets and business outcomes. Appreciates the benefits of diversity and works well with a variety of people.  |

## Decision making

The incumbent makes all the necessary decisions to achieve the specific outcomes of the role under the governance from the Business Analyst Lead.

For those areas that require the approval of the Business Analyst Lead, the incumbent researches and investigates the relevant issues and presents proposals and/or recommendations to them to assist in their decision making.

## Organisation Chart