

POSITION DESCRIPTION

Position Title:	Technical Business Analyst
Organisation Unit:	Office of the Deputy Vice-Chancellor (Research)
Position Number:	3067064
Type of Employment:	Fixed-term, full-time (12 months)
Classification:	HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and

biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an [outstanding track-record](#) in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Office of the Deputy Vice-Chancellor (Research)

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: <http://www.uq.edu.au/research>

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The [Research Management Business Transformation \(RMBT\) Program](#) encompasses a broad range of interconnected, targeted projects designed to streamline, enhance and support research, researchers and research training through the provision of new digital solutions, including:

- **visibility** and improved service for research management such as grants and ethics;
- easy research **collaboration** with safe, accessible data storage for our researchers and their partners both internal and external to UQ;
- enhanced **portability and security** of research data through digital research notebooks;
- **transparency** of candidature for Higher Degree by Research candidates and advisors; and

- greater visibility and **access** to research equipment and infrastructure for UQ researchers and external collaborators from the sector and industry.

The Technical Business Analyst will undertake activities to identify, define and convert business requirements into recommendations and system designs, considering ensuring wide applicability across the Research Portfolio and the broader UQ research community. This position works closely with the RMBT Program Manager, Projects funded through the program and the Program Team to ensure effective delivery and support of research systems.

Duties

Duties and responsibilities include, but are not limited to:

- Analysis of business processes, operational requirements, problems and opportunities, and identifying solutions through improvements in automated and non-automated components of new or changed processes.
- Translating business requirements into system specifications in accordance with agreed standards that could include, but are not limited to, process flows, user stories, wireframes, and concept diagrams.
- Serves as a translator between technical teams and the client's business community to collect, clarify, analyse and translate business requirements into documentation and conceptual design from which applications and solutions are developed.
- Creating and performing system tests to ensure quality of agreed development.
- Partner with the project sponsors, project managers and RMBT Program team to ensure successful and timely delivery of projects.
- Provide technical advice, support and mentoring to other team members, acting as an escalation point for complex program.
- Foster and embed a continuous improvement culture, and one which connects, convenes and catalyses using a partnering mindset.
- Facilitate integration of project research systems with other University systems.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the RMBT Program Manager, and works closely with project sponsors and managers, and other key stakeholders and partners across UQ.

SELECTION CRITERIA

- Qualifications and training equivalent to a postgraduate degree in IT or related field, or significant progress towards such qualifications, and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Significant experience in business analysis and requirements gathering, with the demonstrated ability to collaborate with stakeholders and peers to gather requirements, conduct analysis, produce solution designs, and prioritise delivery.
- Demonstrated experience in facilitating productive stakeholder workshops or user interviews in order to rapidly and accurately elicit requirements or solution design.
- Exceptional analytical and problem-solving skills including the ability to conceptualise, establish and implement new initiatives and innovative solutions within a specified framework.
- Excellent written communication skills, including the demonstrated ability to write clear and precise user and technical specifications.
- Strong interpersonal skills, including the demonstrated ability to communicate and negotiate effectively with a diverse range of stakeholders to foster strong collaborative relationships.
- Proven ability to work autonomously and be self-motivated, combined with a high level of initiative, drive and enthusiasm.

Desirable

- Experience working in teams across organisational units, including influencing and coordinating diverse stakeholders towards a common goal.
- Demonstrated ability to design IT solutions and to develop process mapping (as-is & to-be), data and systems documentation in accordance with industry standards.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.