POSITION DESCRIPTION

Position Title: Senior Business Analyst
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 3030354
Type of Employment: Full-time, Fixed-term for 1 year
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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+ (see http://uniquest.com.au/our-track-record).

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 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 at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

UQ is acquiring a new Research Management System (RMS) that will function as the enterprise system for research funding, research ethics and compliance.

The primary purpose of this role is to undertake detailed business analysis, outlining problems, recommending opportunities and solutions for the business. In particular, this role will be analysing current business processes, recommending opportunities for automation and digitisation primarily for the research projects and ethics areas. This position will be working within a small UQ project team and may also be required to work with external vendors and stakeholders to accomplish the business outcome.
Duties

Duties and responsibilities include, but are not limited to:

- Lead investigative work to determine business requirements and specify effective business processes. Document these requirements using appropriate business analysis methods, tools and techniques.
- Provide a high level of expertise in establishing and documenting business and system requirements through a range of structured research and analysis techniques including, but not limited to, facilitated stakeholder workshops, interviews and meetings.
- Obtain formal agreement from a large and diverse range of stakeholders to the scope and requirements for the project.
- Analyse and design business processes, identify alternative solutions to exploit new technologies and automation.
- Share knowledge with other business analyst team members, to contribute to the maintenance of high quality project deliverables using various business system design tools.
- Provide requirements traceability of project deliverables and providing testing support as required.
- Any other duties as reasonably directed by your supervisor.

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 Project Manager, Research Management System.
SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience as a business analyst with a focus on business process or system improvement; or equivalent combination of relevant experience and/or education/training;
- Demonstrated understanding of research project management and research compliance management within a large research-intensive university or similar;
- Experience in using and understanding complex structures (systems, processes and organisational structures), preferably in a large complex environment;
- Experience in business process design and review and consultation with stakeholders;
- Demonstrated ability to develop effective written proposals and reports at a level appropriate for the intended audience;
- Having an understanding of delivering and implementing change in a large diverse and devolved organisation;
- Experience in managing client expectations and change impacts.

Desirable

- Knowledge of continuous improvement methodology;
- Knowledge and demonstrated skills in stream-lining, standardising and documenting system/business processes.

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 (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to contact person listed in job advertisement.