## Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Business Process Mapping Analyst</th>
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<tbody>
<tr>
<td>HEW Level:</td>
<td>HEW 7</td>
</tr>
<tr>
<td>Faculty/Office:</td>
<td>Finance &amp; Resources</td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
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<tr>
<td>Department/Team:</td>
<td>Finance PST</td>
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<tr>
<td>Date:</td>
<td>July 2020</td>
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**Position Purpose:** To conduct process mapping across University stakeholders to understand key finance processes and produce process maps, and provide the insights and recommendations for process improvements and optimisations of finance service delivery model.

### ORGANISATIONAL CONTEXT

The Finance function provides Financial Services to support the University mission of teaching and research. These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets. The function is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

The function has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

The Strategic function of this portfolio includes Finance Strategy and Change Management, Finance Process Improvement, Process Mapping and Controlled Entity Integration projects.

### ORGANISATION CHART

- **Vice President Finance & Resources**
  - **Deputy CFO**
  - **Director Group Finance Shared Services**
  - **Senior Finance Manager x2**
  - **Head of Finance Strategy Implementation**
  - **PST Secondees x4**
  - **Business Process Mapping Analyst**
### KEY ACCOUNTABILITIES
- Engage with stakeholders to understand key finance processes, including month-end activities, to provide clear and detailed process mapping of all key finance processes.
- Assess and provide insights recommendations for process improvements and optimisations of finance service delivery and recommendations into the gaps in the Finance processes across MQ Health to the Finance PST team to enable informed decision making.
- Build and develop insights into the mapped processes to include technical and applicable methods of interaction with all finance processes and relevant systems.
- Lead analysis and manage support activities to solve complex problems in the execution of business improvements projects.
- Contribute to the investigation and determining of business requirements and processes with key stakeholders to introduce new functionality, provide training, conducting process reviews and process mapping.
- Apply and monitor the use of modelling and analysis tools, methods and standards in determining stakeholder objectives and underlying issues arising from investigations into business requirements and problems.
- Work closely with PST project team members to facilitate discussions with a diverse range of audience across MQ Health and Finance.
- Provide expert knowledge & advice to the University community on general issues and respond to enquiries.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Head of Finance Strategy Implementation</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil</td>
</tr>
<tr>
<td>Key Direct Clients:</td>
<td>MQ Health Finance, MQ Health IT, MQ Hospital, FMHHS, University Executives, Faculty General Managers, Heads of Office, Heads of Dept, Senior Managers</td>
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<tr>
<td>Other Key Relationships:</td>
<td>Immediate team members, Finance PST team</td>
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<tr>
<td>Budget Accountability:</td>
<td>Nil</td>
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<td>Role-specific Conditions:</td>
<td>Nil</td>
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<tr>
<td>Scope and autonomy</td>
<td>Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.</td>
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<tr>
<td>Problem solving</td>
<td>Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or technique.</td>
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# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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**Planning and Execution**: Managing time and resources to complete tasks and achieve objectives.

**Quality Focus**: Ensuring accuracy and quality when completing tasks.

**Communication**: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.

**Service Focus**: Making students, staff, alumni and other key contacts and their needs a priority.

**Relationship Management**: Establishing effective working relationships with others.

**Teamwork**: Working in collaboration with others to achieve shared goals.

**Influencing and Persuading**: Building commitment by convincing others and winning them over to a particular point of view.

**Tracking Performance**: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.

**Perseverance**: Persevering despite obstacles to ensure tasks are completed.

**Flexibility**: Responding effectively to unexpected or changing circumstances.

**Reliability**: Meeting commitments and responsibilities.

**Interpersonal Impact**: Making a positive impression on others in a range of interpersonal contexts.

**Accountability**: Assuming responsibility for making decisions and delivering agreed outcomes.

**Integrity**: Maintaining confidentiality, discretion and professionalism.
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Tertiary qualification in Finance and/or relevant experience related discipline.
- Knowledge of core financial functions, frameworks, models, and approaches.
- Interpersonal skills including the ability to communicate with staff at all levels.
- Computer skills including Microsoft Office and internet.
- Advanced Microsoft Excel skills

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Finance functions and structure.
- Knowledge of the MQ Health processes, systems, and procedures.
- Understanding the external market/context relevant to their areas of expertise/specialisation
- Knowledge of how the University’s finance policies and processes work and how relevant functions across the University interrelate.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Experience in a similar role within a large complex organisation
- Significant experience in effectively managing multiple stakeholders
- Demonstrated effectiveness in data and information gathering
- Providing a process map of a function and/or architecture in process mapping demonstrations
- Proven experience in working across a large set of data frameworks and processes