



## Position Description

<b>College/Division:</b>	Academic Portfolio
<b>Faculty/School/Centre:</b>	Division of Student Administration and Academic Services
<b>Department/Unit:</b>	Academic Administration Systems
<b>Position Title:</b>	Functional Business Analyst
<b>Classification:</b>	ANU Officer 8 (Administration)
<b>Position No:</b>	-
<b>Responsible to:</b>	Manager, Systems Development
<b>Number of positions that report to this role:</b>	-
<b>Delegation(s) Assigned:</b>	-

### PURPOSE STATEMENT:

You will be responsible for specific functions and under broad direction take a leading role in the development, coordination and management of change and the optimum use of information technology (IT) as it applies to student administration and services both within and external to the Division of Student Administration & Academic Services. You will collaborate with customers and stakeholders to provide functional specialist advice and guidance to ensure the sound and effective functioning and utilisation of student systems.

The Functional Business Analyst as part of the Student Business Systems (SBS) Office is responsible for a wide variety of tasks that support the student administration activities of the University. These include taking a leading role in student system project work, business system and functional analysis and the development cycle, configuration development, system support and enhancement of student systems. The Functional Business Analyst will deliver the design and development of business process and IT solutions within a large ERP system that meet current and future business needs and ensure that these are integrated across the University.

The Functional Business Analyst will implement and enhance system functional modules, maximize the utilisation of system functionalities, develop expertise in supporting student systems, analyse and optimize business processes and collaborate with cross functional teams to ensure successful project delivery.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

You will be responsible to the Manager, Systems Development within the Division of Student Administration & Academic Services. A close working relationship is also necessary with staff in the Colleges and within the Division, as well as the Enterprise Solutions team within the Information Technology Services division. The Student Business Systems office consists of staff including the Manager, Functional Business Analysts, Senior System Support Officers and System Support officers.

#### Role Statement:

Under general direction, the Functional Business Analyst will:

- Undertake a leading role in the coordination, review and development of projects and strategies for the implementation of new and enhanced student information systems and business process solutions including:
  1. Investigation and analysis of projects and change requests in all facets of student administration;
  2. Resolution of system issues using system and functional analysis and business process based methodologies in a large enterprise system;
  3. Specification of functional requirements and system changes;
  4. Development, review and use of delivered system functionality;
  5. Evaluation and development of new applications/systems to support student related business processes;
  6. Development and maintenance of test plans and scripts, including testing support; and

7. Provision of comprehensive user documentation and training materials.
- Undertake a leading role in the ongoing maintenance of student management and information systems by:
    1. Initiating system data integrity processes;
    2. Reviewing and updating configuration requirements;
    3. Providing second level support to the student system and other related systems, resolving more complex enquiries and providing expert level advice and guidance to users of student systems.
    4. Ensuring solutions are adequately assessed, tested and quality assured before implementation;
    5. Monitoring system interfaces ensuring accurate and reliable delivery of student related
    6. Data to other areas/activities of The University; and
    7. Ensuring both regulatory and management reporting needs are met.
  - Liaise with stakeholders including SBS clients, development staff, other business solutions groups, University managers, administrative and academic staff within and external to the Division, to understand broader University directions, ensure user requirements are being met, manage change, and to build collaborative partnerships.
  - Organise and facilitate the provision and use of information derived from student management and information systems by providing and/or interpreting relevant student information for decision support and strategic planning both within and external to the Division, and for external reporting requirements.
  - Undertake or provide assistance with evaluation, interpretation and advice on the impact of student policies, proposals and procedures on existing and proposed student management information systems.
  - Comply with the constraints of working in a legislative and policy framework so that rules, regulations, policies, procedures, systems and processes interact successfully with other areas within the University.
  - Undertake other duties as directed, consistent with the nature and level of the position.
  - Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

### **SELECTION CRITERIA:**

1. Postgraduate qualifications or progress towards relevant postgraduate qualifications and relevant experience in a functional business analyst role in a large and complex environment, ideally in higher education or an equivalent combination of relevant experience and education/training. IT background will be highly regarded.
2. Extensive experience in interpreting complex requirements into written specifications partnering with stakeholders to design and develop solutions, working closely with technical and project teams and managing competing priorities to meet critical deadlines and ensure successful outcomes. Experience with Oracle PeopleSoft Campus Solutions application or demonstrated ability to learn ERP systems quickly will be highly regarded.
3. Extensive experience in the application of business processes through system and non-system improvements, and the management of change using application development lifecycle methodologies.
4. Strong analytical and problem solving skills and proven capacity to demonstrate initiative, flexibility, and to be proactive in the development of robust solutions to resolve problems, and meet business needs.
5. High level of interpersonal, consultation and effective oral and written communication skills and the ability to cultivate and maintain strong working partnerships with a diverse range of groups.
6. Demonstrated ability to successfully work within a diverse team, developing a strong commitment to service, and building effective skill sets and expertise.
7. A demonstrated understanding of equal opportunity principles and policies, and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

<b>References:</b>
<a href="#">Professional Staff Classification Descriptors</a>
<a href="#">Academic Minimum Standards</a>

 <b>Australian National University</b>	<h1>Pre-Employment Work Environment Report</h1>
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## Position Details

<b>College/Div/Centre</b>	Division of Student Administration and Academic Services	<b>Dept/School/Section</b>	Student Business Systems
<b>Position Title</b>	Functional Business Analyst	<b>Classification</b>	ANU08
<b>Position No.</b>	554068	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		Fatima Hicks		Date:	5 December 2023