Senior Business Analyst, Business Transformation

Role data

Position no.	E12065	Work Area Profile	Business Transformation
Work Level Classification	Level 6	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Business Analyst Lead, Business Transformation	Location	Adelaide, Melbourne
No. direct reports	0	No. of indirect reports	0
Version date	January 2021	Tenure	12-month FTC with a view to extension

Work area profile

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: *www.ahpra.gov.au*

In partnership with the National Boards, Business Transformation will lead Ahpra's flagship Transformation Program to deliver the business-driven technologies that enable Ahpra to regulate safely and effectively, providing the service and experience staff and stakeholders deserve.

Role purpose

Reporting to the Business Analyst Lead, Business Transformation, the Senior Business Analyst, Business Transformation is responsible for supporting the delivery of a key program of work within the Transformation Program. This role will produce functional and non-functional business requirement specifications, process maps, user stories, acceptance criteria, and designs across multiple initiatives that support the delivery of business outcomes.

With a focus on Ahpra's values to deliver high performance, the Senior Business Analyst, Business Transformation will work across the Form Digitisation and Support and Maintenance teams and engage with a broad range of stakeholders including internal and external program and project members, business analysts, developers, testers, subject matter experts and operational staff. The Senior Business Analyst, Business Transformation will contribute to the design and development of solutions that meet the needs of the business, by following best practice business and system process analysis and design activities.

Key Accountabilities

- Participate and contribute the team based on high performance, customer service and continuous improvement within the Transformation Program.

- Collate and analyse high-quality business requirements, user stories, and functional requirement specifications, inclusive of context diagram and process models that support key business processes and systems and ensure these are managed in accordance with established standards.

- Provide advice and recommendations on, and demonstrate adherence to, key industry frameworks and business solutions to support the design and development of various system solutions to improve delivery and service levels.

- Manage the alignment and traceability of stakeholder requirements across the program, project, and support and maintenance development lifecycle.

- Provide sound advice and recommendations to stakeholders throughout the development lifecycle to influence positive outcomes that align to set program design principles.

- Develop and document business processes through stakeholder engagement, including review and analysis – both 'AS IS' and 'TO BE' and provide high-level estimates to complete, both effort and duration.

- Develop and manage process-related information assets, including process maps, user stories and procedural material.

- Work closely with solution designers and architects to translate requirements into system and business focused solution specifications, including system and business use cases.

- Support change management activities by assisting in the preparation of training and communication materials to ensure effective implementation of system solutions and benefit realisation.

- Develop and maintain effective working relationships with internal and external stakeholders including partners and vendors.

- Ensure and prepare system and user acceptance test plans and scripts and work with test leads and teams to ensure the delivery of quality systems that meet acceptance criteria and quality expectations.

- Participate in desk checks and work with the test team to ensure the testing results indicate that the solution meets the business requirements.

- Undertake support activities including application development/configuration fixes across both in-house development and external vendor-based development initiatives across Ahpra's application portfolio.

- Other duties as directed by the Business Analyst Lead, Business Transformation.

- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing;
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

Capabilities for the role

The AHPRA Capability Framework applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency Level
Service	Commits to customer service	Intermediate
	Displays leadership	Intermediate
	Generates and delivers the strategic vision	Foundation
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Collaboration	Builds constructive working relationships	Advanced

	Communicates effectively	Advanced
Achievement	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Advanced
	Displays personal drive and integrity	Intermediate

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Degree in Business or equivalent and/or relevant experience.
Experience	Demonstrated competencies across all 6 BABoK v.3 knowledge areas Advanced experience in business process modelling and associated standard operating procedures using industry standard tools and techniques Demonstrated experience in advanced business analysis, preferably within Digital Transformation projects and programs, with a technical understanding of delivery platforms Experience in delivery of BA best-practice approach by developing quality user stories, acceptance criteria, test plans and scripts Very strong understanding of user-centred design principles Advanced experience in facilitating workshops with a range of stakeholders to gather requirements and other information while providing advice and influencing outcomes that align with set objectives Ability to work autonomously across multiple initiatives, projects and streams Able to prioritise own work and meet tight timeframes, with a focus on managing competing demands and objectives.

Key relationships

Internal Relationships	External Relationships
National Director, Business Transformation	Service Providers Vendors End Customers
Business Transformation Program Manager	
Business Transformation Business Owner(s)	
Program/Project Managers and Stream Leads	
Business Transformation team members	
Technology	
Business Operations teams and SME's	
Support and Maintenance Team	