## Position Summary

## The Senior Business Analyst plays a lead role within the Data Risk Management Project. The role is responsible for partnering with business and other IT teams within the University to provide specialist advice and guidance to ensure the sound and effective execution of UNSW’s Data Risk Management Project work. The focus of this role is to work closely with the Project’s stakeholders to gain in- depth understanding of business strategy, processes, services, roadmap, and documenting capabilities needed to address business challenges.

## This position reports to the Project Sponsor of the Data Risk Management Project and there are no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Lead the implementation of business solutions by identifying business needs, determining and carrying out necessary processes and practices, monitoring progress and results, recognizing and capitalising on improvement opportunities; and adapting to competing demands, organisational changes and new responsibilities.
* Provide day to day leadership and management in the Project and needs of the team ensuring work efficiency and effectiveness in the delivery of tasks to customers to achieve Projects, operational and strategic goals.
* Plan, assign, and supervise the work of the team in relation to applications using agile techniques and also ensure coverage across the team and cross-functional collaboration of knowledge and technical expertise.
* Proactively manage complex risks, issues and financials, and work with the team to ensure appropriate solutions are in place.
* Translate customer needs into documentation that can be presented to all levels of management and teams.
* Validate and transform data extracted from structured and unstructured data inputs, databases, and other repositories, using scripts and other automated capabilities, and queries, as required.
* Support leadership in optimising the way in which the Integration sub domain work, including documentation of business requirements, Mapping of data integration and services, practices, organisation, and resourcing to promote team dynamics and opportunities for continuous improvement.
* Oversee and finalise effective communications with key stakeholders, both internal and external and provide influential input with stakeholders to achieve business outcomes.
* Provide leadership, guidance, advice and business analysis quality assurance to the team assigned to the project which the Business Analyst has a role.
* Identify and evaluate business requirements for one or more systems or process areas. Investigate, analyse and document business processes and the underlying business model for a system or process area.
* Collaborate closely with developers, Architects and Business SMEs to implement the requirements, provide necessary guidance to testers during QA process. Build and execute product functional test plans prior to release to end-users.
* Develop operational and user guides and develop and deliver end-user training.
* Provide functional level 2 support to system and process owners on business processes, implement functionality, and business system capabilities
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

* Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
* At least 5 years of functional experience in Integration projects as a business analyst, functional consultant or business systems support role, in a large and complex organisation, ideally in higher education.
* Extensive knowledge of and experience in a range of application development methodologies including ‘agile’, ‘waterfall’, ‘lean’ and ‘rapid’ application development methodologies.
* Experience in business case preparation, estimation and costing of work .
* High-level knowledge and competency in the use of professional business analysis techniques and methods (eg Use Case Analysis, UML).
* Well-developed skills in the use of standard office toolsets including word processors, spreadsheets, drawing/diagramming tools (eg Visio), presentation tools (eg PowerPoint) and project management tools (eg MS Project).
* Sound experience with Project management tools i.e., JIRA, Confluence etc
* Sound consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
* Comprehensive analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of robust solutions to problems.
* Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
* Sound experience in mentoring team members to support and ensure effective delivery and implementation of solutions.
* Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation and partner/vendor resources.
* Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.