THE UNIVERSITY OF
MELBOURNE

Infrastructure Services
University Services

Senior Business Analyst – Domain

POSITION NUMBER	0044914
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 9 - $115,726 - $120,404 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. Indigenous applicants are encouraged to apply.
CONTACT FOR ENQUIRIES ONLY	Liam Whelan Tel +61 3 8344 4485 Email liam.whelan@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

INFRASTRUCTURE SERVICES

Infrastructure Services delivers efficient, sustainable, competitive, innovative and safe campus facilities and information technology services.

The Business Improvement & Information Technology (BI & IT) portfolio is committed to the development and delivery of high-quality IT and business improvement projects and solutions. We deliver complex pieces of work which ensure the University community is supported by robust systems, structures and staff expertise.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE
Position Purpose:
The Senior Business Analyst – Domain, will work with key stakeholders across the University and within University Services to provide pre-project and in-project engagement and analysis for initiatives that may be delivered as projects via 'Business Improvement & IT' delivery portfolios.

This role will work with key business and technology stakeholders to provide early initiative lifecycle analysis to; elicit objectives, clarify scope, define high level requirements, confirm problem or opportunity statements, facilitate benefits identification, support formation of solution options.

The Senior Business Analyst – Domain, will develop strong collaborative relationships; as they work between Business stakeholders, Engagement Managers, Enterprise Architecture, Change and

Communications and Business Improvement & IT Portfolio Managers to enable ongoing planning and prioritisation of portfolio delivery demand.

This is a senior role that will contribute to the ongoing uplift in capability of the BA Practice through identification and utilisation of best practice analysis, engagement and delivery approaches, thought leadership and coaching/mentoring for BA Practice peers.

Reporting line: Principle Business Analyst, Business Improvement & Information Technology

No. of direct reports: 0

No. of indirect reports: 1 to 5

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Develop breadth and depth in understanding of Academic and University business verticals (i.e. people, processes, information and technology) to build and sustain 'trusted advisor' relationships across University & University Services clients, project owners, stakeholders and SMEs; to improve delivery outcomes.

- Provide pre-project and in-project engagement using established enterprise analysis and business analysis methods and approaches; to identify and capture business problems and opportunities and translate these into clear objectives, scope, high level requirements and benefits/benefits drivers.

- Collaborate with key business stakeholders, enterprise architects, portfolio managers, technology SMEs (and other) to assist in validation of business problems/opportunities against established Technology roadmaps and delivery portfolios; also identifying and facilitating capture of new/unplanned demand.

- Ensure efficient and effective delivery of analysis services to facilitate solution and solution options development; as well as pre-project portfolio planning, prioritisation and input into BA demand forecasting processes.

- Ensure adoption of appropriate business analysis approaches (incl. activities & deliverables) for program/project analysis teams; allocating and leading tasks to contribute to overall project delivery within budgets and timeframes (as needed and in consultation with the BA Practice Lead/Principal Business Analyst).

- Support BI & IT BA Practice Lead in driving capability uplift through active contribution to thought leadership and in embedding adoption of 'fit for purpose' business analysis engagement and delivery approaches.

- Perform business, functional and non-functional requirements analysis and specification for in-flight projects (as needed and in consultation with the BA Practice Lead/Principal Business Analyst).

- Provide expert advice and analytical input to projects and initiatives across the University.

- Business focused and able to manage both application and business process projects from requirements to delivery.

Selection Criteria:

Education/Qualifications

1. The appointee will have a relevant postgraduate qualification with significant relevant experience or an equivalent combination of relevant significant experience and/or education and training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Experience in Enterprise/Strategic Analysis roles; blending strong interpersonal and analysis skills to perform preliminary analysis for initiatives/projects; to facilitate investment slate(s) and/or portfolio pipeline creation.

4. Significant experience in business requirements analysis and specification in a large and complex organisation with a proven ability to deliver complex user specifications and/or detailed business requirements.

5. Strong interpersonal skills with the ability to motivate, persuade, negotiate and develop strong working relationships with senior stakeholders across the University and University Services.

6. Leadership capability, including proven ability to support and develop team members.

7. Ability to lead and mentor program/project based analysis teams for efficient and effective delivery of analysis outcomes.

8. Proficiency in planning, conceptual, analytical and problem solving with demonstrated ability to develop innovative solutions.

Other job related information:

Occasional out of hours work and travel to other University locations within Victoria may be required from time to time, depending on project needs.