

POSITION DESCRIPTION

Finance and Employee Services
University Services

Business Process Analyst

POSITION NUMBER	0042991
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 8 - \$95,844 - \$103,739 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (1 FTE) 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.
CONTACT FOR ENQUIRIES ONLY	Steven Heath Tel +61 3 834 43303 Email heaths@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
<http://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

FINANCE AND EMPLOYEE SERVICES

Finance and Employee services delivers fit for purpose, cost effective, transactional and expert Finance, HR and OH&S services for the University.

ABOUT THE ROLE

Position Purpose:

The Business Process Innovation (BPI) team was established in Finance Operations in 2016 to undertake continuous service and process improvement initiatives as an integral function of ongoing business operations.

In collaboration with functional area managers, subject matter experts, system end users and key business stakeholders, the position provides expert business analysis functions to support process change activities and initiatives aiming to streamline current practice and procedures by optimising the use of data analytics, identifying opportunities for automation and other process and performance efficiencies (cost, time, resources) that deliver value to stakeholders.

The role includes documenting current and future state processes & procedures by facilitating workshops, recommending and evaluating solutions, and providing input such as specifying IT, data and related business and functional requirements.

Reporting line: Manager, Business Process Innovation *

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: nil

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

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:

- Lead, manage and facilitate business process mapping and validation workshops with internal University Staff.

- Work with relevant portfolios, subject matter experts, external consultants and/or vendors where appropriate to provide and/or elicit specialist business knowledge and capability
- Plan, develop, and deliver assigned service and process improvement activities of varying complexity, size and impact
- Development of feasibility studies, business cases and other project-specific deliverables
- Provide strategic support and advice, including policy/business rule recommendations where appropriate
- Completing requirements analysis and business process design, ensuring it is clearly documented in functional specifications. Ensure requirements are validated and meet stakeholder needs.
- Conduct desk top research relevant to specific functional processes and product solutions; contribute to solution design, capture related information and facilitate review for effective decision making
- Establish and maintain relevant stakeholder relationships throughout the course of each business process change activity/project by keeping stakeholders engaged, responsive and proactive towards achieving project / programme goals and objectives
- Promotion of best practice through mentoring and coaching.
- Ensure compliance with relevant internal and external guidelines including legislation, statutes, regulations and policies

Selection Criteria:

Education/Qualifications

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

Knowledge and skills:

- Demonstrated experience in planning, designing and facilitating process mapping workshops
- Extensive experience in stakeholder management to identify and manage business process change requirements.
- Extensive experience in documenting and specifying business and functional requirements
- Industry standard business process analysis skills (eg: BABOK) and related project delivery methodologies (eg. Lean/Agile)
- A demonstrated understanding of standard transactional financial accounting processes and ERP data flows
- Knowledge of ERP financial systems such as Oracle Financials (desirable)
- Excellent conceptual, analytical, problem solving and lateral thinking skills with the ability to use and/or integrate specific bodies of knowledge to develop innovative solutions
- Effective written, verbal and interpersonal communication skills with a proven ability to work with business and technical staff

