

Position Description

Business Analyst - Projects

Position No:	50143135
Department:	Information and Communications Technology
School:	Project Management Office
Campus/Location:	Melbourne
Classification:	Higher Education Officer Level 8 (HEO8)
Employment Type:	Fixed Term (12 months), Full Time
Position Supervisor:	Lead Business Analyst, Projects
Number:	50142064
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Description

Business Analyst Position Context

As a member of the ICT Project Management Office (ICT PMO) the Business Analyst (BA) - Projects will provide business analyst services for assigned projects under the governance of the ICT PMO, these include projects delivered as part of La Trobe's capital management plan for ICT and also large scale operational projects.

For assigned projects, this position will work under general direction by the Lead Business Analyst – Projects. The BA Projects will also partner closely with affected Colleges/Business units to develop and manage requirements within the scope of projects to achieve desirable, agreed and measurable results expected by the project.

The key accountabilities of this position include:

- Documentation and development of new and existing business processes
- Business and functional requirements, management and facilitation of requirements prioritisation workshops,
- Supporting the development of tendering documents to ensure that the requirements of the projects are thoroughly accounted for.

In addition, the BA – Projects will remain closely involved to assigned projects to ensure that delivered outcomes are aligned to stated business requirements.

Key Areas of Responsibilities and Accountabilities:

Working closely with Project/Program Managers, Lead Business Analyst and Colleges/Business units for assigned projects the Business Analyst – Projects will

- Analyse strategic business needs and issues, recommending business priorities, and advising on options, risks, and costs versus benefits.
 - Accurately assess gaps, research solution options and lead solution design.
 - Develop detailed business requirements, project plans, solution designs and other relevant documentation.
 - Coordinate stakeholder consultation across the University to establish business requirements and ensure the acceptance and delivery of new business processes.
 - Manage the production of documentation to provide support for system users across the University to assist with user readiness and implementation.
 - Contribute to project communications and change management activities to ensure operational readiness to transition to new processes.
 - Provide expert knowledge transfer to business system owners, ICT or other users through the provision of consultation, workshops and training as required.
 - Become a champion for transformational change and the support of new optimized business solutions.
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- Attend scheduled Project meetings, and other meetings as required, to ensure full comprehension of the Project detail and best methods of approach.
- Comply with any project requirements and KPIs.
- Assist in the development and improvement of existing and new business analyst processes across the ICT PMO.
- Undertake other duties as required by the Deputy Director, ICT Project Management Office or Lead Business Analyst – Projects.

Key Selection Criteria:

- Post graduate qualifications and extensive relevant experience or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Experience in a senior business process improvement or business change implementation role in a complex and large scale environment.
- Highly developed analytical and conceptual skills with the proven ability to adapt to new situations and develop highly creative solutions.
- Demonstrated ability to identify and assess business requirements and undertake the analysis needed to design complete and effective solutions based on business needs.
- Experience in business transformation and/or system implementations.
- Advanced knowledge of and experience in the disciplines, principles and methodologies associated with the end to end software development lifecycle (SDLC) with particular emphasis on business analysis and change management initiatives.
- Highly developed communication and interpersonal skills, including the ability to liaise effectively with a diverse range of stakeholders, with the ability to relate to both technical and non-technical individuals.
- Strong high level organisational and problem solving skills, with an ability to manage and deliver several projects or business processes concurrently and monitor performance against operational timelines, standards and objectives.
- In-depth knowledge and experience of Business Analysis methodologies, e.g. BABOK.
- Knowledge and experience of project management methodologies, e.g. Agile or Prince2.
- Ability to work on projects independently and/or within a team environment.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
 - take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
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La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
 - We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
 - We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
 - We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.
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