

Position Title	Business Analyst (Employability)
Classification	Level 7
School/Division	Deputy Vice-Chancellor (Education)
Centre/Section	Office of Education Innovation and Enterprise
Supervisor Title	Senior Project Manager, Digital Enablement, Employability and Innovation
Supervisor Position Number	321631
Position Number	322335

Your work area

The Office of Education Innovation and Enterprise is responsible for strategic leadership and oversight of digital uplift across the full student lifecycle, including both digital enablement initiatives and digital development and capability support. The Office leads the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Lifelong Learning and Continuing Education framework. The Office of Education Innovation and Enterprise also consolidates multiple initiatives with respect to experiential learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of career development initiatives through establishing and maintaining solid partnerships and engagement with Industry to stay abreast of skill requirements and resourcing needs.

Reporting structure

Reports to: Senior Project Manager, Digital Enablement, Employability and Innovation

Your role

As the appointee you will, under broad direction, undertake business analysis and requirements to enable the successful delivery and maintenance of Employability services. You will also provide holistic support to the Employability and Experiential Learning portfolio with a focus on embedding and optimising processes, identifying areas for improvement and facilitating data-driven decision making.

Your key responsibilities

Liaise with subject matter experts to gather, analyse, document and expand on business requirements

Coordinate the translation and documentation of business requirements including business process improvement and integration of business processes

Coordinate the documentation and translation of business needs and requirements into technical and solutions requirements

Provide input into resource allocation, business planning and investment decision makings

Ensure delivered solutions meet the strategic outcomes required

Drive implementation of developed solutions with University stakeholders
Implement where necessary the development and delivery of testing strategies
Coordinate the delivery of data synthesis, analysis, visualisation
Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency
Substantial experience in a Business Analyst role or a senior analyst in large and complex organisations
Experience with business and technical requirements analysis, elicitation, modelling, testing and verification and methodology development
Experience in establishing strategies and plans, business cases and investments options modelling
Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines
Ability to work independently, show initiative, problem solve and work productively as part of a team
Excellent attention to detail and highly developed written and verbal communication skills
Working knowledge of the Higher Education sector is highly desirable

Special requirements (selection criteria)

Some after-hours work may be required
Occasional travel may be required
Current National Police Clearance Certificate, Working with Children Check

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/