Position description

Federation
UNIVERSITY·AUSTRALIA

Position title:	**Business and Test Analyst**
School/Section/VCO:	**Information Technology Services**
Campus:	**Mt Helen Campus. Travel between campuses may be required.**
Classification:	**Within the HEW Level 7 range**
Employment mode:	**Continuing appointment**
Probationary period:	**This appointment is offered subject to the successful completion of a probationary period.**
Time fraction:	**Full-time**
Recruitment number:	**849034**
Further information from:	**Ms Marcia King, Senior Testing Analyst, Information Technology Services** **Telephone: (03) 5327 6245** **E-mail: mj.king@federation.edu.au**
Position description approved by:	**Ms Sahar Oujil** **Director, Information Technology Services**

This position description is agreed to by:

_____   _____   _____

Employee name   Signature   Date

The University reserves the right to invite applications and to make no appointment.

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Position summary

The Business and Test Analyst is a role that consists of Business Analysis and System Testing.

The Business and Test Analyst is responsible for contributing to the process mapping, analysis, design and implementation of application specifications. The Business and Test Analyst will also undertake testing activities related to independent verification and validation of new and changed functionality and systems integration to ensure they are fit for purpose.

Key responsibilities

1. Undertake all aspects of the business analysis cycle by:

    - researching users' needs through a range of strategies, including skills analyses and skills audits;

    - determining and analysing processes and workflows, in order to develop a better understanding of business requirements and systems integrations;

    - recommending re-engineered business processes to improve efficiency, reduce manual inputs, enhance workflows, systematise data process validation, and improve business intelligence and reporting;

    - undertaking process mapping and flow charting of business processes and documenting business processes and workflows; and

    - creating Functional Design Documents/Functional specifications.

2. Carry out configuration, design and testing using accepted methodologies and configuration tools.

3. Undertake reassessment and evaluation of the technical aspects of the student management and finance management system and related integrated systems.

4. Provide advice and expert business knowledge to assist in analysis, testing, data conversion and training.

5. Conduct the testing cycle and all testing efforts through the:

    - development of testing components such as test plans and cases, including testing scenarios;

    - creation and maintenance of test scripts – contents, expected results and pass/fail criteria;

    - execution and documentation of test plans and their results; and proactive and comprehensive identification, reporting and tracking of defects; and

    - liaison with technical and functional teams to communicate test findings.

6. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.

7. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Business and Test Analyst will work under the broad direction of the Senior Testing Analyst and will work in consulation with the Team Leader,Student and Research Solutions team and the relevant functional and technical team members.

The Business and Test Analyst will have the ability to work independently and to deliver priorities within agreed timeframes. The position is required to establish goals, focus on deliverable outcomes, meet deadlines and objectives. The position is required to make recommendations on business and operational processes, practicality of technical solutions and the re-engineering of business processes as well as system strategy if and where relevant.

Ths Business and Test Analyst is required to exercise independent judgement in understanding of the business processes, systems analysis and design and the need for changes in the system specification and business processes, including justification of changes to decisions in the documentation.

Training and qualifications

A degree in Information Technology or Computer Science with at least four years relevant experience in systems analysis, design and documentation; or extensive experience and expertise in using Oracle PeopleSoft or University Administration applications; or and equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Business and Test Analyst will work under the broad direction of the Senior Testing Analyst and will work in consultation with the Team Leader of the Student and Research Solutions team and the relevant Functional and Technical team members.

The position will develop and maintain positive relationships between stakeholders by understanding and articulating the context, consequences and often complex relationships between events and tasks required to complete University objectives. This includes the ability to build positive relationships with both technical and administrative stakeholders.

The Business and Test Analyst will have the ability to work independently and to deliver priorities within agreed timeframes.

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![Federation University Australia logo]

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree in Information Technology or Computer Science with at least four years relevant experience in systems analysis, design and documentation; or extensive experience and expertise in using Oracle PeopleSoft or University Administration applications; or and equivalent combination of relevant experience and/or education/training.

2. Demonstrated understanding of the requirements of student management and finance systems or sound understanding of, and experience in, the use of student systems, students services and business processes within the Higher Education and/or TAFE sectors.

3. Demonstrated experience in developing and documenting, in conjunction with specialists and other analysts, functionality ready for system implementation in the Oracle PeopleSoft Campus Solutions application (mySC), the Oracle PeopleSoft Finance application as well as other University administration systems.

4. Demonstrated experience and ability in business process review, business process mapping, systems analysis and design, preparation of functional specifications, user documentation and associated test documentation.

5. Demonstrated knowledge, understanding and experience of different software development methodologies, software testing methodolgies and the software development lifecycle, with the demonstrated ability to focus on the quality of the software being delivered to the business.

6. Demonstrated written, verbal and communication in order to liaise, negotiate and present information to a variety of audiences, including the demonstrated ability to establish positive working relationships with stakeholders.

7. Demonstrated commitment to quality and excellence to the end user through the design, testing and training process.

8. Demonstrated ability to work in a team, or independently with autonomy and responsibility, while contributing to a positive and safe workplace culture.

9. Demonstrated analytical and problem solving skills, including the ability to manage competing, complex tasks and tight timelines and demands.

10. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.