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| Description: ANU_LOGO_mono black_FA.jpg | **Position Description** |

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| **College/Division:** | Information Technology Services (ITS) |
| **Department/Unit:**  | Project Delivery and Engagement (PD&E) |
| **Position Title:**  | Junior Business Analyst |
| **Classification:** | ANU Officer Grade 5/6 (IT) |
| **Position No:** | TBC |
| **Responsible to:** | Associate Director, Project Delivery and Engagement |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT:**The purpose of the Business Analyst role in the Project Delivery and Engagement team is to assist business areas across the University in understanding the business benefits of their investments in solutions to meet their business needs, drive the development of the business architecture and play a central role in aligning business needs with information technology. This position assists in handling aspects of the solution scope and makes recommendations for process improvements. **KEY ACCOUNTABILITY AREAS:**The position will establish effective, customer focused working relationships with business users to work proactively in identifying and understanding requirements, developing optimised solutions, effectively communicating and presenting these solutions. This highly demanding role will require the occupant to assist with the delivery of a range of systems and process solutions from initiation to completion. The position will apply experience in the provision of valuable input and approaches that will be the engine of initiative. It is vital therefore that the occupant is highly motivated and will consistently demonstrate high performance capabilities. **Position Dimension & Relationships:** This role would accept responsibility for the provision of business analysis services in Enterprise Systems. This would include, but not limited to analysis, design, documentation and training in relation to approved University applications, undertaking feasibility studies, defining and managing solution scope, developing business cases and driving and fostering a culture of continuous improvement and benefits managements. The occupant must be competent working at a high level whilst giving the necessary attention to detail and ensuring quality deliverables. A highly collaborative approach is essential to engage user groups, technical teams and other stakeholders throughout the change process. This position will report directly to the Business Analysis and Testing Team Manager to refine the overall direction of developments and provides assistance to junior team members to develop skill sets and enhance deliverables. **Role Statement:**Under the broad direction of the Associate Director, Project Delivery and Engagement:* Engage collaboratively with staff in the division and across the University to understand their business and system needs; assist with the planning, documenting and business analysis to assist to formulate and manage the solution scope that meet these needs and align business with technology and the University’s strategic goals.
* Assist with mentoring, training and advice to junior team members and clients with respect to business analysis services as required.
* Undertake business analysis activities as required to ensure deliverables are produced and delivered on time, developed according to defined standards whilst ensuring that chosen approaches, methodologies and recommendations are appropriate and cost effective.
* Assist to identify and establish business-oriented maintenance and support processes needed for effective operations of Enterprise Systems, applying continuous improvement principles and practices.
* Provide regular progress reports on all assigned work.
* Contribute to planning and decision making processes while keeping abreast of changes in and the best practice of business analysis
* Assists to identify and contribute to the development of team processes and practices to ensure that a consistent level of service quality and deliverable is provided in all aspects of the work.
* Provide support services (via phone, help-desk, in person, etc) to users of Enterprise Systems.
* Comply with all ANU policies and procedures, and in particular those relating work, health and safety and equal opportunity
* Other duties as required consistent with the classification level.

ANU Officer Levels 5 and 6 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.  |

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| **SELECTION CRITERIA:** 1. Experience as a business analyst. Tertiary qualifications in Information Technology or Business will be highly regarded.
2. Experience in business process design principles, including process mapping and Business Process Reengineering.
3. Project coordination skills including the ability to work effectively with team members to achieve project deadlines.
4. Ability to assist in the formulation of plans for the development of business solutions.
5. Demonstrated high level interpersonal, oral and written communication skills, including the ability to articulate requirements to technical teams in a variety of ways.
6. Ability to assist with mentoring staff, successfully work within a diverse team, and foster a strong commitment to service.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context
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| **Delegate Signature:** |  | **Date:** |  |
| Printed Name: | Karen Hill | **Position:** | Director, ITS |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | ITS | **Dept/School/Section** | PD&E |
| **Position Title** | Junior Business Analyst | **Classification** | ANU 5/6 (IT) |
| **Position No.** | TBA | **Reference No.** | N/A |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |