

**Position Description**

**Position Title:** BusinessSystems Analyst

**Position Classification:** Level 7

**Position Number:** 318593

**Faculty/Office:** University IT

**School/Division:** Enterprise Applications

**Centre/Section:** SMS

**Supervisor Title:** Manager**,** Solutions

**Supervisor Position Number:** 317954

**Your work area**

UWA is making significant investments in the Information and Technology Services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

**Reporting structure**

Report to: Manager**,** Solutions

**Your role**

As the appointee you will work independently and lead the delivery of business analysis and requirements, process re-design and improvements to enable the successful delivery and maintenance of Information and Technology services. You will also be responsible for establishing the testing strategies and plans for all solutions and services to ensure robust and consistent delivery across the University.

**Your key responsibilities**

Investigate operational requirements, problems, and opportunities, seeking effective business solutions through improvements in existing applications or analysis and comparison of new applications

Consult with business stakeholders to understand priorities and issues.

Translate and document business and technical requirements including business process re-engineering, process improvement and integration of business processes and data

Provide input and support to workshop activities with business stakeholders

Contribute to selection of business analysis methods, tools and techniques for projects; selecting appropriately from plan-driven approaches or agile approaches

Develop and implement testing strategies, functional and user acceptance testing plans

Undertake functional testing activities and facilitate user acceptance testing

Support core application maintenance to the agreed service level, including system and data configuration activities

Develop, refine and apply analytical tools, methods and techniques to support resource analysis; life-cycle cost estimation; cost-effectiveness analysis of alternatives; business process/model development

Embed a culture of service excellence, innovation and continuous improvement founded on cohesiveness, teamwork and flexibility

Provide leadership, mentor and develop junior team members

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or equivalent competency

Substantial relevant experience in a Business or Systems Analyst role or a role requiring business analysis or process improvement in large and complex organisations

Demonstrated experience with business and technical requirements analysis, elicitation, modelling, testing and verification

Demonstrated experience in establishing testing strategies and plans, business cases and investments options modelling at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set and manage competing priorities and to meet deadlines

Sound analytical and problem solving skills

Demonstrated ability to build positive stakeholder relationships

Knowledge of the Higher Education sector is desirable

Knowledge of business process engineering methods is desirable

ITIL certification is desirable

**Special requirements (selection criteria)**

Current National Police Clearance Certificate

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.