

Position Description

CORPORATE INFORMATION

Position title	Business Analyst – Technology Transformation Program (Fixed-Term)		
Directorate	Corporate Services	Branch/Section/Unit	Information and Technology
Position number	1749	Level	To be negotiated
Award	Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Senior Project Manager – Technology Transformation Program		
Direct reports	Nil		

SCOPE OF POSITION

Position Summary

This role identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions. The role also supports project streams across the program to deliver on business requirements, benefit mapping, contribute to testing and training, and help ensure the Council is ready to transition to their new ERP.

Key Responsibilities of the Role

- Working with the Functional Lead, Senior Business Analyst, Project Manager and Change Manager collaboratively contribute to deliver high-quality business outcomes for the GRiT Program using facilitation skills, with a strong focus on the client experience.
- Develop and deliver business analysis deliverables including requirement specifications and process, in accordance with the project principles, delivery framework and methodologies.
- Collaborate in the planning, design, development, and deployment of new business processes and applications, and enhancements to existing processes and applications.
- Identify and evaluate inefficiencies and recommend optimal business practices, and system functionality and behaviour.
- Proactively identify, document, and prepare recommendations and alternatives to address existing and potential risk in operating models, processes and technology solutions across the organisation to Senior Business Analyst, Change Manager and Project Manager and Functional Lead.

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- Communicate business analysis outcomes so that these are well understood and agreed by all impacted stakeholders and project team members.
- Participate in all team events and regular project delivery meetings.
- Contribute to the preparation of User Acceptance Testing (UAT) plans & scripts, and support the business representatives in the conducting of their UAT.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.
- Any other reasonable and related duties as required to meet the ongoing needs of GRC.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained

Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in business, technology, or a related discipline.
- Experience in business analyst roles supporting organisations to understand and deliver to requirements using a combination of Agile and Waterfall approaches.
- Experience in workshop facilitation.
- Demonstrated experience in requirements gathering, user story development, business process development and stakeholder management.
- Demonstrated experience in requirements gathering, user story development, current and future business process mapping and analysis, and stakeholder management.
- Experience working across the entire project lifecycle, including test management/testing, UAT and training.
- Understanding of the application of data governance and data management.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case-by-case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Position Description



Teamwork and Collaboration – We recognise and support everyone’s contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.