

## JOB DESCRIPTION

Effective From: June 2019

NAME:		REPORTING TO:	Senior Business Analyst
POSITION TITLE:	Business Analyst	DIRECT REPORTS:	N/A
DEPARTMENT:	Technology Services	LOCATION:	Melbourne, Australia

## POSITION PURPOSE

The Intrepid Group is a purpose-driven organisation that is both the world's largest adventure travel company and B-Corp.

Based in our Melbourne head office, the Business Analyst is responsible for enabling change within the Intrepid Group. You will deliver value to the organisation by identifying opportunities, solving problems and leading teams towards innovative solutions that satisfy customer and business needs.

Using your excellent communication and facilitation skills the Business Analyst will work with people across the business to capture their needs and desires and clearly articulate the vision for and impact of these opportunities. You will be responsible for the delivery of these outcomes and ensuring the right people, processes and technology are in place to enable the Intrepid Group to achieve its goals.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Computer Science, Information Technology, Software Engineering or equivalent business or science qualification desirable
- Proven experience with minimum of 3+ years in a similar role
- Proven experience utilising industry-standard best practice BA techniques
- Experience of working within an Agile methodology preferred
- Exposure to business process modelling

## OTHER SKILLS AND ATTRIBUTES

- Sound analytical thinking and problem-solving skills.
- Excellent communication skills with the ability to liaise confidently with stakeholders at all levels - you will need to be dynamic, assertive and diplomatic in this role and possess influencing, negotiation and presentation skills
- Ability to work collaboratively as part of a cross functional team and ensure project requirements are defined and designed to deliver value to the business and customer
- Enthusiastic, positive attitude and ability to develop solid working relationships with key business stakeholders
- Pro-active and self-motivated; ability to work autonomously and as part of a team
- Ability to quickly adapt to changing assignments and priorities, and be flexible in your approach
- Friendly, organised, honest, high attention to detail, focused

## VALUE ALIGNMENT AND PURPOSE

- Passion for travel and belief in Intrepid Group's responsible travel philosophy
- Understanding of and support for Intrepid Group's Purpose Beyond Profit ethos
- Clear alignment with Intrepid Group's values (Growth, Innovation, Fun, Responsibility, Passion, Integrity)
- A digital mindset



## ACCOUNTABILITIES

Operational Accountabilities of Role	Benchmark Measure
<b>Business Analysis</b> <ul style="list-style-type: none"> <li>Identifying the need for change and clearly defining the problem statement, defining the scope and facilitating the change.</li> <li>Ensuring that changes aligns with Intrepid Groups strategy and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Creating clear requirements and creating data models, process diagrams and other artefacts</li> <li>Demonstrates a good understanding of Intrepid Group and the mechanics of each department</li> </ul>
<b>Collaboration</b> <ul style="list-style-type: none"> <li>Delivering valuable outcomes by working closely with business stakeholders, sprint teams and management</li> <li>Ensuring that there is a common understanding with all stakeholders of the problem at hand</li> </ul>	<ul style="list-style-type: none"> <li>Works effectively with a complex set of stakeholders</li> <li>Maintains good relationships with business stakeholders and management</li> </ul>
<b>Agile</b> <ul style="list-style-type: none"> <li>Driving the Agile philosophy and continuously seeking process improvements</li> <li>Participate in Scrum stand ups, sprint refinement and sprint planning meetings and conduct user acceptance testing</li> <li>As a Scrum master facilitate Scrum Ceremonies - sprint planning, stand-ups and retrospectives.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates a good understanding of Agile and Scrum</li> <li>Actively participates and facilitates scrum ceremonies</li> </ul>
<b>Business Intelligence</b> <ul style="list-style-type: none"> <li>Investigating past business performance to gain insight and drive better business planning</li> </ul>	<ul style="list-style-type: none"> <li>Uses a variety of data sources and an understanding of current and past business process to provide insights on problems</li> <li>Presents those insights to project teams or stakeholders</li> </ul>
<b>Strategy</b> <ul style="list-style-type: none"> <li>Articulating the business value of a given problem as well as ensuring alignment with the organisational strategy</li> <li>Contribute to Intrepid Group's IT strategy</li> </ul>	<ul style="list-style-type: none"> <li>Can articulate the business value for a given problem</li> <li>Ensures there is traceability back to the organisational strategy</li> </ul>
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Strives for a better business analysis function within Intrepid Group.</li> <li>Actively involved in the industry and brings new ideas to work more effectively</li> </ul>	<ul style="list-style-type: none"> <li>Challenges the status quo, provides better ways of doing things</li> <li>Coaches other BAs on best practices</li> <li>Actively pursues their own development</li> <li>Looks externally for new ideas and other ways of working</li> </ul>
<b>Purpose Beyond Profit</b> <ul style="list-style-type: none"> <li>Understand Intrepid Group's Purpose Beyond Profit philosophy and contribute to the achievement of the social, environmental and Intrepid Foundation goals as set by IG each year</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the achievement of the social, environmental and Intrepid Foundation goals as set by Intrepid Group each year</li> </ul>