



Recruitment Selection Criteria

Business Process Analyst

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| Position Title | Business Process Analyst |
| Section | Digital Technology |
| Division | Corporate Performance |
| Grade | 14 |

Essential requirements

1. Relevant tertiary qualification and/or Lean Six Sigma (or equivalent) qualification.
2. A minimum of 3-5 years' experience as a Business Process Analyst with demonstrated ability to facilitate workshops, process mapping and process re-engineering..
3. Proven problem solving and analytical skills.
4. Strong practical knowledge of formal project methodologies along with professional documentation skills.
5. Ability to communicate clearly in order to engage and develop relationships with stakeholders across Council.
6. Solid understanding of IT terminology and processes, along with the ability to translate business process requirements into technical system requirements.
7. Ability to work across multiple project streams
8. Approaches To Be process mapping considering customer centred thinking and agile ways of working.
- 9.

Desirable requirements

1. Prior process mapping experience in support of customer experience projects
2. Knowledge of financial management workflow, such as procure 2 pay.
3. Experience working in a local government environment.
- 4.

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.