

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: IT Business Analyst Level: 6/7
Faculty/Division: Information Technology Services Department/Location: 39B

Primary purpose of the position:

The position of IT Business Analyst is responsible for gathering business requirements for IT System / Application projects to which they are assigned. This involves working with Business Owners and day-to-day users of the proposed new or upgraded IT System or Application to document their business, functional and user requirements, and compile them in the Business Requirements Document. The Business Analyst is also responsible for ensuring the Design Phases deliver a solution that meets the documented requirements, and the Test Plan(s) and associated Test Cases validate the delivery of the documented requirements.




Position Environment:

Information Technology Services (ITS) is the University's central IT provider for core infrastructure and services and is responsible for the development and management of information and communications technology resources in response to research, teaching and business requirements.

The role of IT Business Analyst exists within the Project Delivery team and undertakes activities as described in the section above within specific projects to which they are assigned.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Apply business analysis techniques to undertake requirements analysis for projects to which they are assigned by the PMO.	An accurately completed and business approved Business Requirements Document.	30%	
2.	Represent the business requirements to other members of the project team throughout the project lifecycle.	High level of alignment between the businesses expectations and the delivery of the IT Solution, minimising the negative impact of the change introduced by the project while maximising the positive impact.	25%	
3.	Ensure the IT solution design and associated System Acceptance testing validate delivery of the documented Business requirements.	An accurately documented and implemented "Traceability Matrix" process.	15%	

4.	Design and deliver appropriate business user training and documentation to support the introduction of the new IT System or Application.	An accurately completed and well executed "Support Plan" for Business Users.	15%	
5.	Other activities as required by the Project Manager responsible for the project to which they are assigned.	Outcomes as appropriate to the requirements for each activity.	15%	
6.	Ensure OH&S responsibilities and accountabilities are observed as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document.	To ensure a safe working environment for self & others.	Ongoing	
7.	Observe principles and practices of Equal Employment Opportunity.	To ensure an EEO compliant work environment.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Senior Manager, PMO
The position supervises the following positions:	None.
Other Key Contacts:	Senior Manager PMO. Project Managers, PMO.

Key Relationships:

Contact/Organisation:
Project Business Owner
Project Business Users
ITS Managers

Purpose & Frequency of contact:
Business requirements, weekly contact.
Business requirements, contact as required.
SME input, Business Processes, contact as required.

Key Challenges:

1. Acquiring accurate and agreed information across a wide range of Stakeholders.
2. Ensuring adequate compliance with PMO standards by a wide range of Stakeholders.
3. Meeting project timelines and quality requirements.

4. Ensuring compliance with ITS Policy and practice.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Business Analysis planning process, including Stakeholder analysis, requirements gathering, risk and issue management.
- Elicitation of requirements with Stakeholders by multiple methods.
- Requirements Analysis process including process and flowchart diagrams, use cases, data models and validation techniques.
- Requirements management including maintaining alignment of projects with their requirements.
- Solution assessment and validation through to benefits realisation reviews.

SELECTION CRITERIA - Education & Experience:

Essential:

- Degree qualifications in relevant discipline with extensive experience, or an equivalent level of work experience and training.
- Worked within the BABOK framework.
- Undertaken Business Analysis activities for a minimum of two years.

Personal Attributes:

- Self-motivated while working independently
- Excellent problem solving abilities
- Strong interpersonal and communications skills
- Remain calm under pressure
- Strong organizational skills
- Ability to work in a team environment
- Strong attention to detail.

Special Job Requirements:

- Able to work outside normal business hours where required.