



Position Title	Business Analyst
Employment Type	Fixed term contract (2-year contract)
Unit	Education Development and Improvement
Location	Sydney
Award	Educational Services (Post Secondary Education) Award - General Staff
Award Level	
Date	30/04/2019
Reviewed by	Director, Education Learning and Assessment, EDI – Program Manager, HR Business Partner

#### Position Context

The position is located in the Education Development and Improvement (EDI) team within Education Learning and Assessment (ELA). EDI is responsible for the delivery of key programs within and across ELA; working alongside Directorate Groups and staff to draw the skills and knowledge required to successfully deliver major change programs.

The College is undergoing considerable organisational change through which numerous business improvement initiatives and projects are being implemented to:

- Improve the way the College delivers services to its diverse membership
- Deliver on the College's requirement as the nationally accredited medical specialist training body for physicians and paediatricians in Australia and New Zealand.

At the same time, the College has embarked on an ambitious multi-year education renewal program which encompasses design, development and implementation projects in the following areas:

- Entry into Training
- Competency based curricula
- Technology enhanced learning and assessment and accreditation
- Programmatic Assessment
- Accreditation management

#### Position Purpose

The role is responsible for translating business requirements into detailed function specifications and developing appropriate process maps and business rules. You will perform quality assurance testing on the configuration of new technology to support the new basic training program and training provider accreditation.

#### Position responsibilities

- Information gathering, solution investigation and project documentation for education, development and improvement to drive desired business outcomes.
- Coordinate business process management workshops and proactively communicate and collaborate with key stakeholders to analyse information needs and functional requirements.
- Coordinate the work of the program team and takes the lead on program tasks as assigned by the Project Manager and Senior Business Analyst.
- Act in an advisory position to manage EDI's projects business requirements and assure functional specifications are consistent with the technology roadmap.



- Assist in determining which business requirements can and should be automated and how these automated functions are integrated into the rest of the business and IT processes to increase operational effectiveness.
- Support the program team in system design and configuration, data migration, and implementation of solutions to ensure that deliverables are met successfully
- Build process management capability for staff through providing coaching and training on process improvement tools and techniques

#### Competencies required for success

- Customer Focus
- Collaborates
- Communicates Effectively
- Builds Networks
- Balances Stakeholders
- Organisational Savvy
- Persuades
- Tech Savvy
- Drives Results

#### Reporting Relationships

**Reports to:** Senior Business Analyst

**No of direct reports:** N/A

**No of reports:** N/A

#### Key Stakeholders

- Education, Development and Improvement
- RACP IT Team
- Member Services
- External Vendor/s

#### Extent of Authority

Has authority to:

- engage with all stakeholders both internal and external to seek or provide information for the purpose of decision making without referral to supervisor
- Represent the Senior BA at both internal and external stakeholder meetings



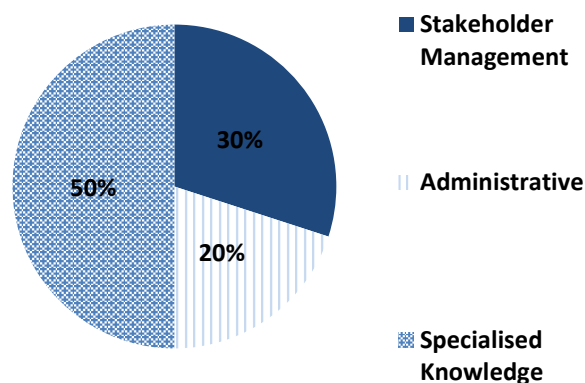
#### What makes the role complex

Results must be achieved without direct control of the resources engaged in delivery, working through external and internal partners.

Collaborative relationships must be managed so the friction is removed to result in mutual accountability and commitment.

The incumbent is required to facilitate open dialogue with a variety of contributors and stakeholders to gain trust and support.

#### Distribution of work



#### Essential attributes

- Tertiary qualifications in a relevant field or demonstrated equivalent experience, knowledge and skills
- At least one year experience in analysing business processes in technological change projects
- Experience of AS-IS analysis and TO-BE modelling including sound knowledge of SDLC (Systems Development Life Cycle) processes
- Experience in supporting testing, training & implementation activities to ensure the successful delivery of the overall business & technology solutions
- Excellent written and oral communication skills, including business writing and presentations
- Demonstrated ability to build effective working relationships with a range of external and internal stakeholders
- Ability to work independently and collaborate with own and other teams
- A commitment to professional client service
- Proficient user of program management software - Visio, MS Project, Basecamp, Jira

#### Desirable attributes

- Experience in the Education/Health Sector will be highly desirable

#### Would suit somebody who.....

- Enjoys working with internal and external stakeholders and is able to build positive relationships
- Is able to look at creative ways to make improvements
- Has proven end to end BA experience from initial requirements gathering and elicitation through to testing and deployment



- Has experience working in small-medium project environments
- Has the ability to be able to present complex problems in a simple presentation by focusing on key elements
- Has excellent presentation and workshop facilitation skills
- Is comfortable advising stakeholders who are experts in their field