



# POSITION DESCRIPTION

## Position Details

<b>Position Title:</b> Business Analyst	<b>Business Unit:</b> Business Integrity and Improvement
<b>Position No:</b> HP0608	<b>Team:</b> Business Analysis
<b>Classification:</b> CED 6	<b>Reports to:</b> Solution Architect
<b>Employment Type:</b> Full-Time, Fixed Term	<b>Direct Reports to this Position:</b> Nil
<b>Date:</b> March 2010	

## Primary Role of Position

The primary role of the position is to contribute to the enhancement of RBF performance and achieve greater business efficiency through identifying, modelling, analysing, developing and facilitating the implementation of improvements to business systems, processes and workflows, ensuring they are aligned with RBF's overall business requirements.

## Environment and Scope

The position is situated in the Business Analysis Team within the Business Integrity and Improvement (BII) Business Unit. The primary function of the BII Business Unit is to continually improve RBF through collaboratively identifying and supporting the delivery of change and integrity. BII delivers high quality governance, risk, compliance and assurance support services for the benefit of all RBF stakeholders. The Business Analysis Team assists in the development of strategies and related improvements to support the organisation's performance in response to identified business needs, and undertakes to:

- Provide current and target-state architecture depicting and describing business activities together with related processes and objectives;
- Guide the creation and change of business processes in meeting business needs in the context of the organisational strategic direction;
- Provide advice and guidance in the identification and sourcing of business systems solutions together with direction to project teams in the implement process;
- Assist in the development of business cases by utilising historical known issues and weak spots and conducting cost benefit analysis; and
- Provide training and material in business process management in relation to the development of local process modelling and procedures development.

The Business Analyst works closely with fellow Team members and Programme Management Office staff within the BII Business Unit. The position is supervised by the Business Analysis Team



## POSITION DESCRIPTION

Leader and operates in consultation with the Solution Architect. The Business Analyst is expected to work with some degree of autonomy and independence in the provision of day to day services and achievement of outcomes in accordance with agreed objectives. Provision of regular ongoing feedback to one's Team Leader about pertinent issues within one's area of responsibility is expected. Guidance is provided to the position by the Team Leader on recommended courses of action for any specific issues that are identified.

Regular consultation is required with business units, managers, staff, workplace teams and other stakeholders as appropriate in order to champion changes from a business perspective and ensure that changes are aligned with business needs and objectives. Liaison with consultants and suppliers is required.

The position is required to achieve objectives, goals and Key Performance Indicators (KPIs) as approved by the Team Leader.

### Organisational Values and Culture

At RBF we want our performance to be amongst the best. We have a set of core values that we hold to be important above all others and have identified underpinning action descriptors that are crucial to our success. Our values are **responsibility, respect, integrity, quality and achieving together**. In performing this role, you are expected to bring these values 'alive' through your daily behaviours.

You are required to comply with all relevant legislation, laws, regulations, standards, codes and RBF policies and procedures.

While at work you must take reasonable care of your own health and safety and the health and safety of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace, in accordance with current Tasmanian Workplace Health and Safety Legislation.

### Reporting/Working Relationships

1. The Business Analyst is directly responsible to the Business Analysis Team Leader and is expected to operate with autonomy and independence in undertaking responsibilities.

2. Regular liaison and interaction with the following is required:

- RBF Management and Staff
- Internal and external stakeholders
- External service providers and organisations



# POSITION DESCRIPTION

## Key Accountabilities

*The following description of accountabilities is not exhaustive and may include others as directed from time to time.*

1. Model business processes and assist in the production of other architecture identified and developed by the Solution Architect and Business Analysts. Model and analyse business processes and identify and develop recommendations for process improvements in line with strategic directions and business needs, to facilitate effective and efficient business processes across RBF.
2. Identify, interpret and document business needs and develop business cases utilising cost benefit analysis techniques to support organisational performance improvement and business requirements.
3. Provide input and direction on process improvements and impacts to organisational projects to aid the implementation of new business systems and processes within RBF.
4. Provide advice, guidance and training to staff in relation to process modelling, to ensure RBF staff members have the requisite skills to understand and undertake process modelling.
5. Manage the configuration, security and use of the ARIS business process modelling application to promote efficient and effective use of the tool, if required.
6. Provide education and advice to executive management, key stakeholders and the Board on business process improvements.

## Selection Criteria

*All selection criteria listed below are specific to this role and must be addressed by application for this position.*

## Qualifications, Skills and Experience

1. Recognised tertiary or industry-recognised qualification in Business Analysis, Business Process Management or other relevant discipline.	Essential
2. Demonstrated experience working in a similar role relating to business analysis, business process management and/or process re-engineering, within the superannuation or finance industry.	Essential
3. Experience in the use of ARIS Design Platform or an equivalent business process modelling tool.	Essential
4. Well developed conceptual and analytical skills, with the ability to proactively identify practical business solutions.	Essential
5. Time management skills to plan, prioritise, organise and manage own work with high level of attention to detail in situations of work pressure and a changing environment.	Essential
6. Interpersonal and negotiation skills in order to build relationships with stakeholders and ensure competing priorities and objectives are effectively resolved.	Essential
7. Ability to quickly acquire an appreciation of the corporate environment and organisational context of RBF and to professionally represent RBF in dealings with internal and external stakeholders.	Essential



## POSITION DESCRIPTION

8. Substantial experience in providing advice, training and support to staff in relation to process modelling.	Desirable
--	-----------

### Conditions of Appointment

<p>Appointment is subject to:</p> <ul style="list-style-type: none"><li>▪ A satisfactory pre-employment police record check and National Police Clearance (less than six months old); such check to be completed prior to taking up the appointment, promotion or transfer.</li><li>▪ Identity validation</li><li>▪ Satisfactory reference checks (minimum of two required from past employment) and confirmation of the curriculum vitae/resume</li><li>▪ Confirmation of qualifications and professional memberships</li><li>▪ Confirmation of Australian or New Zealand citizenship, Permanent Resident status or valid work visa</li></ul>
--

### Additional Requirements

<ul style="list-style-type: none"><li>▪ This is primarily a sedentary position which involves desk-based computer work, with routine bending, lifting and occasional walking between office sites.</li></ul>
--

### Verification and Approval

<b>Human Resources</b>	
Signed by _____	Date ____/____/____
<b>Business Unit Executive Manager</b>	
Signed by _____	Date ____/____/____
Review Date: ____/____/____	
<b>Note:</b> All position descriptions may be subject to review periodically; at the time of performance appraisal or when necessary to meet business needs. Such review may be initiated by the employee, or the employer subject to RFBF classification review guidelines.	