

Business Analyst | Position Description



Position title: Business Analyst

Reporting to: Director of Information and Communication Technology

Position summary:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated, and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

The Business Analyst is to **collaborate** with all stakeholders, analyze processes, systems and to improve current processes. The Business Analyst also validate the requirements for changes to business processes and information systems.

Duties and Responsibilities:

- Consult with a range of stakeholders across the School to gain a detailed understanding of current business processes and pain points.
- Work closely with all stakeholders to gather and map current state processes and document future business requirements.
- Produce detailed business and technical documentation, project briefs, requirements, business process descriptions, user cases, scenarios, task and workflow analysis and user journeys.
- Be an active member of project teams and work closely with vendors to ensure successful solution design and implementation.
- Contribute to decision-making in a complex and changing environment and lead scope management.
- Assist in reporting on and monitoring of key deliverables.
- Facilitate meetings and workshops.

Essential Criteria

- Relevant tertiary qualifications in IT or related discipline including relevant industry certifications, with demonstrated experience in a Business Analyst or Project Management role
- 5+ years' experience in a similar BA role.
- Experience in the education sector highly desirable.
- Experience with Agile / SAFe principles and practices
- Exceptional interpersonal and stakeholder engagement skills and facilitation skills. With a commitment to positive and professional relationships with all stakeholders.
- Excellent analytical, problem solving, and strategic thinking skills.
- Experience in business and process analytics and intelligence reporting.
- A current Working with Children clearance.
- **A current First Aid and CPR Certificate**
- Supports the ethos and strategic direction of the School

Name: _____

Signed: _____

Date: _____