

# SENIOR BUSINESS ANALYST

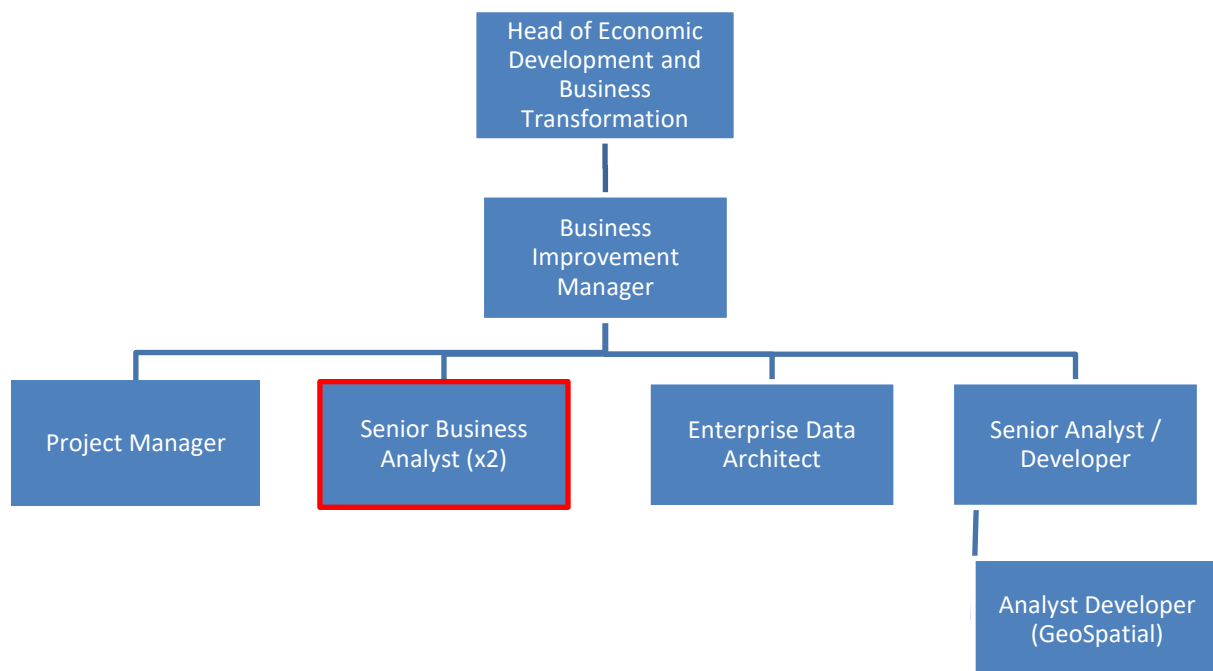
## POSITION DESCRIPTION

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### POSITION INFORMATION

<b>Group</b>	Economic Development & Business Transformation
<b>Team</b>	Business Improvement
<b>Reports to</b>	Business Improvement Manager
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	12 Taniwha Street and mobile between various Council Offices and around the District to fulfil key tasks
<b>Financial Authority</b>	\$0

### TEAM STRUCTURE



## POSITION PURPOSE

To support organisational improvements through the implementation of the new ERP platform. Through working with the business, you will understand, challenge and improve business outcomes to aid and align to the organisations business transformation visions.

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Business Analysis	<ul style="list-style-type: none"> <li>• Deliver quality and timely business analysis services to the organisation including investigation and evaluation of business systems requirements, user and customer requirements gathering, hosting workshops, scoping, gap analysis, risk analysis, cost impact, design, functionality specifications and business case development.</li> <li>• Proactively seek opportunities and areas of business improvement and develop solutions.</li> <li>• Proactively review existing processes for improvement and develop solutions.</li> <li>• Maintain a strong working relationship with ICT Department to ensure business solutions compatible with IT systems infrastructure, processes and procedures, business continuity planning and standards.</li> <li>• Work in partnership with the ICT Department team to ensure the delivery of projects as per organisational priorities.</li> <li>• Develop and mentor business analysis capability throughout the organisation through ongoing process improvement.</li> <li>• Develop and maintain a sound technical understanding of organisational systems and processes.</li> <li>• Develop and maintain strong working relationships with management, managers and staff across the business.</li> <li>• Financial analysis of current processes and benefits.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Undertakes projects and/or other initiatives that may be assigned by the manager or SLT.</li> <li>• Undertake practical project management approaches and principals: manage the project lifecycle and components including resources, milestones, budget, issue/risk management, stakeholders and benefits realisation/ROI.</li> <li>• Ensure that procurement is carried out in accordance with Council's procurement policy and guidelines.</li> <li>• Value Management – continually drive projects towards delivery of solutions that offer value for money, align to corporate visions and strategies.</li> </ul>
Digital Solutions	<ul style="list-style-type: none"> <li>• Champion content, storytelling and digital innovation where-ever possible</li> <li>• Open to new ideas, new ways of doing things through digital solutions.</li> <li>• Participates in and supports new digital solutions.</li> <li>• Handles situations and problems with innovation and creativity</li> </ul>
Building best people (corporate contribution)	<ul style="list-style-type: none"> <li>• Be a team player – actively participate in, critically assess and discuss Council policies and plans</li> <li>• Take initiative in understanding “the way things are done” in the business, from policies and procedures to business planning, including performance development processes</li> <li>• Ensure accuracy of information/records in systems adopted by the department/organisation.</li> </ul>

Responsibility	Key Functions/outcome
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>Take responsibility for your own health and safety</li> <li>Ensure your own actions keep self and others safe</li> <li>Identify, report and assist to eliminate hazards/risks in work place</li> <li>Participate in local work place safety management practices</li> <li>Participate in workplace wellbeing initiatives</li> <li>Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>Senior Leadership Team</li> <li>ICT Operations Manager</li> <li>Information management</li> <li>ICT operations team</li> <li>Organisational Development (Change)</li> <li>Finance</li> <li>All Staff</li> </ul>	<ul style="list-style-type: none"> <li>Public</li> <li>Consultants/Professional Advisors</li> <li>Other Local Authorities and Government Agencies</li> <li>District ratepayers and residents, including iwi</li> </ul>

## VISION

***“Making a better life for you and your families. We’re in this together – let’s make it work!”***

## VALUES

**Kia kōtāhi mai – We’re in this together**

**Unite**

**Connect**

**Deliver**

**Kōtahitanga**

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Degree in Business or IT related field and at least 5 years industry experience in a Business Analyst or IT/Project Management Role</li> <li>A current driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>Relevant IT (digital) qualifications or experience</li> <li>Post graduate study such as MBA or similar</li> <li>Certificate in Project Management Methodology</li> <li>Change management experience</li> <li>Experience in the Finance sector</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>Customer focused</li> <li>Problem solving and analytical skills</li> <li>Adaptable to changing work priorities</li> <li>Well organised</li> <li>Ability to use initiative</li> <li>Ability to develop interpersonal skills and establish professional working relationships</li> <li>Strong documentation and report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>High levels of EQ (emotional quotient)</li> </ul>

### Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Customer focused</li> <li>Problem solving and analytical skills</li> <li>Technologically savvy and familiar with computer systems (Microsoft Office, database principles, browser based application delivery)</li> <li>Excellent communication and facilitation skills</li> <li>Strong relationship building skills</li> <li>Advanced organisational skills</li> <li>Strong documentation and report writing skills</li> <li>Systems/UAT testing experience</li> </ul>	<ul style="list-style-type: none"> <li>Project management skills</li> <li>Change management skills</li> <li>Understanding of the software development lifecycle (SDLC)</li> <li>Understanding of IT enterprise systems</li> <li>Understanding of the principals of integrated systems</li> <li>Understanding of business process and improvement techniques</li> </ul>

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

	Manager	Employee
Name		
Signature		

Date		
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