Position Description – Senior Business Analyst

Position Details

Position Title: Senior Business Analyst

College/Portfolio: Operations

Campus Location: Based at the City campus, however may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Time Fraction: 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

College/Portfolio/Group

The International and Engagement portfolio is responsible for RMIT's international strategy and agenda, including international development and partnerships and oversight of our international operations including RMIT Vietnam and RMIT Europe. It also incorporates the University's key engagement functions including communications, experience (global marketing, global student recruitment, alumni), and business development and partnerships.

Position Summary

The Senior Business Analyst will work closely with business and technical stakeholders in defining scope and requirements, identifying business processes, and designing functional aspects of solutions in alignment with business needs. Taking on a proactive role in helping shape a project from inception through to completion, the Senior Business Analyst will work closely with architects, developers, and testers in ensuring that the delivered solution meets business needs.

The Senior Business Analyst will become an expert in the business domain in which they operate and will provide consultative advice to stakeholders as required. The Senior Business Analyst will support the Product Owner and Scrum Master in the completion of tasks and deliverables that relate to business analysis, analysis planning and estimation. The Senior Business Analyst will also be a key contributor to the BA Practice and play an active role in sharing knowledge and skills with other Business Analysts.

Reporting Line

Reports to: Senior Product Owner • Digital & Experience

Direct reports: None

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Identify, engage and manage stakeholders and ensure that impacted stakeholders have a common understanding of new features or changes introduced by the solution.
- Support the Product owner, Scrum Master, Learning technologists and Development squad on assessment of features as requested by stakeholders, t-shirt sizing, analysis estimates, quarterly planning or iteration planning on feature delivery.
- Define scope and high-level requirements for input into inception phase activities, e.g. business case development.
- Gather, analyse and document detailed functional and non-functional requirements, ensuring that these are well understood by all impacted stakeholders and project team members.
- Gather, analyse and document functional specifications, comprising of use cases, user interface designs and data attributes, where required.
- Gather, analyse and document features, epics and user stories, within an Agile delivery environment.
- Define, analyse and document current and future state business processes using best practices and standards such as Lean/Six Sigma and BPMN, identifying opportunities for process efficiency/improvements and incorporating these into the functional design of the solution to help achieve business goals.
- Facilitate workshops with business and technical stakeholders and perform walkthroughs with project team members.
- Support development squad with business and technical requirement clarifications for better development of solution and test coverage.

Key Selection Criteria

1. Minimum of 5 years Agile business analysis experience in large complex environments is mandatory, including previous experience facilitating discovery workshops, epic/feature/story definition, estimation, and product showcases.
2. Knowledge of Salesforce is preferred, but experience will be highly considered.
3. Able to lead a significantly complex piece of analysis work.
4. Exposure to education sector is highly advantageous but not essential.
5. Requirements elicitation experience required including senior stakeholder engagement.
6. Experience in different user story mapping techniques to help break business problems into deliverable pieces of value.
7. Attention to detail, yet able to step back and see the big picture when the situation requires.
8. Strong technical acumen with some experience in operations and service management.
9. Highly motivated with a positive and proactive approach, and a demonstrated ability to take accountability for delivering quality outcomes.
10. Excellent analytical, problem solving and critical thinking skills.
11. Flexible, ability to adapt to change quickly and able to work with ambiguity, prioritise.
12. Ability to work autonomously and as part of a team.

Qualifications

Tertiary qualifications in a business or computing discipline, or equivalent substantial industry experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: