

Position Title	Business Analyst
Group/Portfolio	Transformation, Office of the Vice Chancellor
Classification	HEW 8
Position Number	000
Reports To	Associate Director, Transformation
Employment Type	Fixed term – 6 months

1.0 Position Purpose

The Transformation team provides capabilities in strategic planning and delivery, program and project management, process improvement and change delivery, where a cross-portfolio approach or additional focus, investment or expertise is valuable to address the University's transformational or strategic opportunities and challenges.

This position is accountable for analysis of business processes, services, governance, data and information, with a view to understanding experience and identifying pain points, risks and improvement opportunities. The occupant will support the engagement of stakeholders at various levels of the University to analyse current state, support requirements gathering, and support the development of strategies and plans to deliver improvements or transform ways of working.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training in Business Analysis

3.0 Key Responsibilities

- Investigate business requirements and document business processes, to support improvements in information systems, information management, practices, procedures, policy, and organisation change.
- Assess, analyse and design business processes to meet assigned objectives. This would include working with subject matter experts to assess the feasibility of business process changes and recommend opportunities for improvement that are aligned to the University's strategic goals
- Plan and drive activities within projects including scoping, requirements definition and prioritisation activities. Facilitate the agreed selection, adoption and adaption of requirements aligned with inputs obtained from a variety of stakeholders.

- Undertake user experience analysis, identifying the roles and objectives of various users and stakeholder groups, defining the required behaviour and performance of the processes, services, and systems to meet their needs.
- Work collaboratively with stakeholders to define required behaviour and performance of the process, service, or system in terms of the total user experience, resolving potential conflicts between differing user requirements.
- Facilitate strong working relationships with key stakeholders to support collaboration, the exchange of information and issues management to build on existing relationships and influence outcomes.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).