

Position Profile



Position:	Business Analyst
Team:	Information Technology
Org unit:	Information Technology
Reporting manager:	Transformation Program Manager
Industrial coverage:	Non-award
Position number:	TBA
ANZSCO code:	273232
AON code:	Aon.ITC.45067.3
Approval status	Approved
Date reviewed:	July 2025

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Team purpose

To partner with the organisation to deliver effective Information Technology solutions that add value to changing business needs.

Position purpose

To undertake detailed analysis of business and user processes, systems, and requirements to support the scoping, design, and delivery of projects within Aspect, providing thought leadership for business process improvement. The role is responsible for gathering and analysing business requirements to inform and influence strategic decisions and contribute to digital transformation initiatives.

Key accountabilities

Business Analysis

- Engage with stakeholders to understand business needs, challenges, and opportunities.

- Analyse workflows to create process maps and isolate areas of potential improvement.
- Support IT and business teams in leveraging data insights for strategic decision-making.
- Ensure data integrity and accuracy in reporting and analysis.
- Develop actionable user stories or use cases collaboratively to accurately capture business requirements and translate into functional specifications.
- Develop functional specifications that design and document desired outcome of system enhancement/development.
- Produce technical specifications to communicate user requirements in technical terms to analyst programmers/project team.
- Coordinate User Acceptance Testing (UAT) to ensure the overall efficiency, functionality and user friendliness of system enhancement/development.
- Prepare material and provide training and assistance to end-users following implementation.
- Support the selection, development and deployment of IT solutions that meet business objectives.
- Ensure solutions are user-friendly, scalable, and aligned with organisational goals.
- Proactively identify opportunities to optimise IT systems and business processes.
- Drive innovation by exploring new tools and methodologies to improve IT service delivery.

IT culture and development

- Contribute to and promote a team culture of continuous improvement and high performance.
- Demonstrate flexibility in approach by tailoring analysis methods, communication styles, and deliverables to align with the technical maturity, preferred ways of working, and unique needs of different business units.

IT functional development

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the [team] team collective knowledge and team spirit through participation in and leadership of learning and team building activities.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

Essential requirements

- At least 3 - 5 years of experience in IT, with at least 2 years experience in a business environment coupled with tertiary level qualifications in Business, Science, Engineering or Economics.
- Strong ability to converse with both end-users and IT employees at all levels of the organisation.
- Good understanding of all aspects of the systems/software development life cycle.
- Technical knowledge of programming, system design, IT infrastructure and database concepts.
- Excellent communication skills, both written and verbal.
- Strong customer service focus.
- Working with Children Check clearance (NSW)
- National Police Clearance

Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%

Requirement	Frequency
Resilience to time pressure/workload	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously