

POSITION DESCRIPTION



Business Analyst



POSITION DETAILS

Position Title	Business Analyst
Classification	HEW 7
Position Number	New
School/Office	Office of Strategy & Transformation
Division	Vice-Chancellor & President

POSITION PURPOSE

The Business Analyst supports the successful delivery of strategic and transformation initiatives by analysing current and future business needs. The role is responsible for gathering and documenting information across current and target state processes, systems, structures, data, and reporting. It contributes to identifying opportunities for process improvement and supports the development of feasible, fit-for-purpose solutions.

The Business Analyst plays an important role in enabling effective planning and delivery of initiatives that align with broader University strategic objectives.

KEY ACCOUNTABILITIES

- Gather and document business requirements for current and target state processes, systems, structures, data, and reporting.
- Identify benefits and performance indicators to support evidence-based decision-making.
- Support process improvement and optimisation through feasibility assessments and use case development.
- Facilitate workshops and meetings to gather input and validate requirements with stakeholders.
- Prepare business cases, reports, and presentations to communicate findings and recommendations.
- Assist in quality assurance activities, including testing to ensure solutions meet business needs.
- Maintain accurate documentation of requirements, assessments, and analysis to support governance and delivery.
- Provide reporting and updates to support project tracking and strategic oversight.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Degree and/or extensive experience in business analysis and improvement in complex environments.
- Demonstrated experience in requirements gathering, analysis, and management methodologies within large organisations.
- Well-developed written and verbal communication and interpersonal skills.
- Strong collaboration and stakeholder engagement capabilities.
- Proficiency in business and process analytical tools and methods.
- Ability to work independently, manage priorities, and maintain attention to detail in a deadline-driven environment.

KEY RELATIONSHIPS

- **This position reports to:**
Senior Business Analyst, Strategy & Transformation
- **Key internal relationships:**
 - Director, Strategy & Transformation
 - Program Manager, Strategy & Transformation
 - Project Manager, Strategy & Transformation
 - Divisional and Faculty General Managers
 - Directors, Executive Deans and Senior Managers

CHALLENGES

- Navigating complex stakeholder environments to gather and validate business requirements.
- Translating business needs into feasible and fit-for-purpose solutions.
- Maintaining clarity and consistency in documentation across multiple initiatives.
- Supporting quality assurance and delivery within tight timeframes.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: