



POSITION DESCRIPTION

Position Title:	IT Business Analyst
Cluster / Business Unit / Division	Information Technology Services
Section or Unit:	IT Project Management Office
Classification:	Band 6
Position Description Number:	PD-2030
Work Contract Type:	Professional

POSITION PURPOSE

Supporting ANSTO's business, operations and research activities by maximising ANSTO's investment in its Information Technology assets by providing business and technical solutions analysis and design services. The Business Analyst identifies ongoing innovative and continuous improvement opportunities with the view of maintaining acceptable operational costs, enhancing operational effectiveness and mitigating risk. The Enterprise Architecture Business Analyst's serves as a channel between the business and technology.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Information Technology (IT) division is headed by the Chief Information & Digital Office reporting into the Chief Executive Officer. IT is responsible for providing the business a number of services including Platforms, Networks, Business Applications & Analytics Development & Support augmented by the Project Management Office, Digital Risk & Cyber Security, Service desk and Enterprise Architecture.

IT Project Management Office services include:

- Establish, Initiate and Execute IT Projects
- Establish, Initiate and Execute IT Work Streams on Business Projects
- Initial Business Requirements to assist in the establish stage of New Project Requests
- Support Project Management Resource on IT Projects
- Support Project Management Resources on Business Projects contributing within the IT Work Stream

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Engage with business functions, teams and individuals in the understanding of business process, accurately map AS IS processes in consultation with business experts.
- Support project teams, third party vendors and IT teams to deliver applications and solutions to ANSTO through documentation of clear requirements and mapping solution functionality, TO BE processes and integration complexities across the enterprise.
- Contribute to architecture assessments, taking the lead on enhancing business understanding and technology solutions available to solve complex business problems whilst delivering overall value to the organisation.
- Identifying ongoing innovative and continuous improvement opportunities with the view of enhancing operational effectiveness.
- Uphold compliance to ANSTO's project delivery framework, methodology and principles across the organisation.

- Maintain knowledge of the trends and future directions of applications and related technology developments, viable alternatives and the views of users pertaining to supported functional & technical areas and impacted up and downstream functional areas & systems.
- Ensure adherence to reference architecture models when engaging with the wider ANSTO business ensuring IT solutions meet architecture standards and patterns as communicated by the enterprise architecture function.
- Undertake additional duties as required and during period of leave of other staff or during periods of uneven workload across functional & technical areas.

Decision Making

- The position works within the ANSTO IT Project Delivery framework and methodology. Within this framework the position has a level of independence in determining how to achieve their objectives. The will also need to be carried out in accordance with the agreed process and templates associated to the IT Project Delivery Framework.
- This role is expected to operate with a large degree of autonomy and make day-to-day operational decisions relating to work priorities and workload management, determines the content of advice and information provided in response to enquiries to the functional area which the position is assigned.
- The position influences senior ANSTO managers and executives on applications and technology capability strategy & roadmaps and of improvement opportunities pertaining to current solutions and processes.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Coordination across ANSTO in regard to relevant business processes as different ingrained methodologies exist for the same processes across different divisions and negotiating and coordinating a common process.
- Capturing and representing improvements in the context of a diverse and complex operating environment.
- Gaining business acceptance of the new architecture and IT governance process pertaining to the investment or expansion of ANSTO's application and technology footprint.
- Establishing credibility among IT and the business.
- Working with ambiguity and a rapidly changing business environment
- Influencing with a broad range of stakeholders with varying levels of technical understanding.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction, provide advice, escalate contentious issues and exchange information. • Recommend and gain endorsement for IT requirements on IT and Business Projects. Contribute to improvements, roadmaps, plans, goals and other initiatives.
Work area team members	<ul style="list-style-type: none"> • Provide specialised advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate, exchange information and share accountability • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • N/A
Other departments (ANSTO divisions)	<ul style="list-style-type: none"> • Engage & consult to determine, confirm and refine business requirements

	<ul style="list-style-type: none"> • Develop proposals to establish projects and support project initiation • Support Portfolio Manager in develop New Project Requests, PMO Processes and IT Resourcing • Provide specialist advice and exchange information • Collaborate on divisional or cluster ideation or planning initiatives. • Resolve issues and provide solutions to problems
Committees & governing bodies	<ul style="list-style-type: none"> • Assist where required to present business cases or funding requests to appropriate committees or governing bodies.
External	
Vendors/service providers	<ul style="list-style-type: none"> • Research and options analysis to gain knowledge of industry trends and best practices.
Title, group, committee, industry or business	<ul style="list-style-type: none"> • Collaborate and share and gain knowledge as required.

POSITION DIMENSIONS

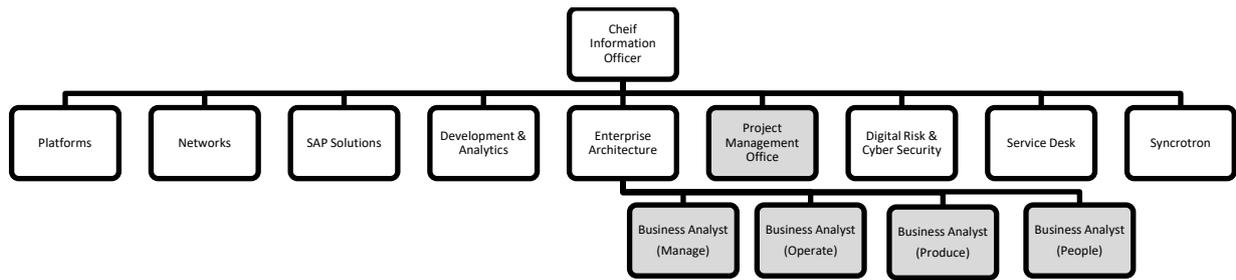
Staff Data	
Reporting Line	Reports to the Manager, Project Management Office
Direct Reports	Nil
Indirect Reports	May on occasion oversee staff SME's when coordinating project or architecture activities. May on occasion manage contractors & consultants.

Financial Data (2018/2019)	
Revenue / Grants	N/A
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART



KNOWLEDGE, SKILLS AND EXPERIENCE

1. Appropriate tertiary qualifications (degree) and/or demonstrated relevant, equivalent professional experience.
2. Substantial experience in a Business Analyst role or a role requiring business process re-engineering and improvement in large and complex organisations.
3. Strong written, oral communication, interpersonal, presentation and workshop facilitation skills.
4. Deep understanding of technologies and trends pertaining to business solutions within the SAP & Non-SAP applications & products.
5. Ability to work collaboratively as part of a successful team, adapting to different styles and ways of working, but also able to take initiative, solve problems and think laterally.
6. Highly developed listening and interpersonal skills, and analytical and problem solving skills.
7. Be highly self-motivated and directed, with an ability to effectively prioritise and execute tasks with the ability to work concurrently on multiple projects or assignments.
8. The ability to communicate and build positive stakeholder relationships managing competing priorities whilst remaining fully customer focused.
9. Demonstrated experience in effective and skills capable of creating business and technology architecture models and/or has a comprehensive understanding of the overall enterprise architecture.
10. Knowledge of TOGAF (The Open Group Architecture Framework) or certification desirable.
11. Experience in requirements for GMP either from a CSV or SDLC perspective desirable.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Rodney Hankins	Name:	Marianne Morton
Title:	Manager, IT Project Management Office	Title:	Chief Information Officer
Signature:		Signature:	
Date:		Date:	