Position description

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Senior Business Analyst</th>
<th>Position No.:</th>
<th>CP49</th>
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</thead>
<tbody>
<tr>
<td>Business unit:</td>
<td>Corporate Services</td>
<td>Classification:</td>
<td>P3</td>
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<tr>
<td>Reports to:</td>
<td>Manager, ICT Strategic Solutions</td>
<td>Duration of contract:</td>
<td>Fixed term</td>
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<tr>
<td>Location:</td>
<td>Sydney</td>
<td>FTE:</td>
<td>1.0</td>
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Position overview
The purpose of this position is to analyse, scope, document and clarify the size of new and/or change requirements, and work in a collaborative manner with the business units in ACARA. The incumbent is required to work autonomously in selecting the appropriate elicitation techniques to efficiently identify critical requirements and analyse and refine business and functional requirements.

Core accountabilities
1. comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. work collaboratively within the business unit and across the organisation to promote communication and information sharing.

Key accountabilities
The key accountabilities of this position are to:
1. contribute to the broader strategic direction of ACARA activities and information technology environment
2. perform business analysis activities;
   - requirements analysis and management
   - lead and support business analysts in the team
   - work with enterprise business analyst, developers, test lead and test analysts to ensure alignment of project specifications and test strategy and plans
   - guided by enterprise approach to project specification ensure projects are aligned with one another and with the overarching enterprise ICT strategy
   - workshop and group facilitation
   - participate in solution design and problem analysis
support for continuous business improvement
identification of risks, issues and opportunities for the business and communicate back to stakeholders in professional manner

3. the senior business analyst will ensure quality and consistency of outputs by taking responsibility for the following activities:
   • work with the leadership of enterprise business analyst
   • preparing draft outputs with full consultation of business and IT stakeholders
   • coordinating peer review of outputs
   • conducting reviews of outputs with stakeholders
   • progressing any issues or risks identified; and
   • delivering outputs against schedule.

4. establishing and maintaining effective working relationships with all levels of the business and user community, the technology team and other key stakeholders

5. provide other support or other duties as required by senior manager, technology and planning

Skills, experience and knowledge (key selection criteria)
To be considered for this role candidates must be able to demonstrate they have:

1. experience and ability to analyse business requirements and develop solutions to deliver on those requirements within agreed time, cost and quality expectations

2. highly developed business process, requirements gathering, and implementation skills in structured application lifecycle development methodologies in one or more of the following: UML, Agile, BPR, Test Planning, Change Planning, Conflict Resolution and Stakeholder Engagement

3. proven ability to complete business analysis related quality outcomes to agreed timeframes

4. ability to manage a team including high-level skills in problem solving and ability to effectively lead a development team to achieve positive outcomes

5. highly effective communication and representation skills including writing skills and ability to develop and maintain effective customer, business stakeholder and team relationships in an ICT environment

6. ability to take responsibility to ensure compliance with policy, guidelines and better practice frameworks within the context of business analysis and proven commitment to continuous improvement.
Dimensions of the role

Number of direct reports: nil
Number of direct and indirect reports: nil
Financial delegations: nil
HR delegations: nil

Important relationships

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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>▪ Manager, ICT strategic solution</td>
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<tr>
<td>▪ ICT managers</td>
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<tr>
<td>▪ Enterprise business analyst</td>
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<td>▪ Internal business stakeholders</td>
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<tr>
<td>▪ Internal development teams</td>
<td>▪ External development and integration partners</td>
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General manager / CEO approval

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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date:</th>
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Page 3 of 3