



POSITION DESCRIPTION

Position Title:	Business Analyst
Department:	Corporate Services
Date Reviewed:	April 2019

Incumbent Name:	VACANT	
Signature:		Date:

1. Australasian College for Emergency Medicine

The Australasian College for Emergency Medicine (ACEM) is an educational institution whose prime objective is the training and assessment of specialist emergency physicians and non-specialist doctors for Australia and New Zealand and the Continuing Professional Development of its Fellows and members.

The core values by which ACEM staff hold themselves and others accountable in the workplace are:

- Respect
- Accountability
- Collaboration
- Integrity

2. Department Overview

The Corporate Services department has primary responsibility for provision of and support to the College services in the areas of Administration, Finance, Human Resources, Information Technology, National Program, Compliance and Archives.

3. Position Purpose

The primary purpose of the role is to work closely with internal and external stakeholders to elicit relevant information to define requirements and products, and assist in the delivery of College projects.

Working within the ICT team, the Business Analyst will support the delivery of projects through identifying and addressing project requests and effective solutions, provide assistance with gathering and defining requirements. In addition, the incumbent will also assist the Projects and Business Analyst Manager to scope, estimate timeframes and deliverables and conduct research and analysis for projects as required.

4. Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Work with internal stakeholders on assigned projects to:
 - Define the vision and scope of the project
 - Capture requirements, define policies and other business rules through various methods such as interviews, document review, requirements workshops, surveys, etc
 - Support and implement customisations to products according to requirements
- Conduct research and analysis of regulatory frameworks, industry information, initiatives and trends to inform and advise stakeholders
- Understand various concepts and terminologies, including highly technical content, and express them in a clear and concise manner
- Develop requirement specifications, functional specifications, process models and transition models
- Ensure appropriate and thorough testing and quality control is completed
- Ensure all documentation is written using clear and concise language and both supports and represents the identified needs, opportunities and processes of the project
- Ensure documentation meets all relevant specifications and are compliant with the project brief and internal company requirements, policies/procedures
- Act as the ICT representative and subject matter expert for project requirements
- Build and maintain strong relationships with internal and external stakeholders to enhance business relationships and project delivery
- Conduct assigned project activities in alignment with project timelines and budget
- Liaise closely with Projects and Business Manager regarding prioritisation and estimation of levels of effort, risk and cost of implementation
- Identify issues and risks, ensuring they are appropriately captured, raised and actioned
- Ensure recommended solutions are competitive
- Ensure relevant information is effectively communicated and reported to the Project Manager and College as required through established reporting requirements or ad hoc requests
- Demonstrate the ACEM values within the Unit, Department and across the college
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard
- Strives to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training
- Other responsibilities as delegated by Management within the scope of this position.

5. Workplace Health and Safety Responsibilities

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

6. Selection Criteria

- A tertiary qualification in Business, Information Technology or related discipline.
- Extensive work experience as a Business Analyst
- Proven experience working directly with clients and preparing business cases.
- Excellent analytical and research skills with the ability to collect and analyse complex material/data and present it in accessible formats
- Microsoft Excel/SQL experience strongly desirable
- Detail oriented, analytical and inquisitive
- Strong interpersonal skills with proven ability to build and maintain strong relationships with stakeholders
- Proven ability to successfully gather requirements and achieve results with minimal supervision
- Previous experience working with system implementation projects
- High levels of initiative with the ability to deal with multiple projects simultaneously and conflicting priorities
- Exceptional verbal and written communication skills with an ability to write clearly and succinctly
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

7. Organisational Relationships

Reports to:	Projects and Business Analyst Manager
Supervision of:	N/A
Internal Liaison:	ICT Team, Project staff, Management, Education and Training staff, CPD staff
Committee Liaison:	N/A
External Liaison:	External contractors and suppliers