

Business Analyst



Aronga | Purpose

To develop fit for purpose systems and processes by interfacing between business units, project stakeholders and subject matter experts to assist them in resolving issues and identifying opportunities to deliver better business outcomes.

Ngā Haepapa | Accountabilities

1. Develop solutions and specifications (functional, non-functional & technical) that meet the business requirements and are complete so that developers can build/implement the right solution.
2. Lead and facilitate workshops and requirements (functional, non-functional & technical) gathering sessions to ensure we understand the inputs and outputs for successful delivery of business projects, services, processes, systems and applications.
3. Analyse data, information, work practices and systems and present these succinctly and prioritised to enable business owners to make informed decisions about their projects, services, processes, systems and applications.
4. Work as a key member of project teams throughout the projects lifecycles to ensure that all solution types are designed to deliver the expected benefits to our customers.
5. Manage relationships across the business to ensure buy-in to project benefits and ways of working so that when implemented we maintain the gains from projects.
6. Assist with the implementation of changes including testing, business readiness, training and measurement of projects, service, process, system and application success.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Team Leader, Service Design & Delivery for delivery of work.
- Collaborate with managers, staff and systems users across the business to design and implement solutions that work for the business and our customers.
- Work closely with staff within Business Information Services to design and implement solutions.
- Regular contact with other staff working on systems and process improvements in project involvement and sharing best practice.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and

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information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

- Work with our external customers including consent holders, resource users and others to ensure we deliver solutions that work for our customers.
- Partner with software providers and external consultants in the development of solutions.
- Collaborate with other councils on projects where there are opportunities to deliver initiatives that have a wider impact than we can achieve by ourselves.

Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Herenga Motuhake | Special Conditions

- May be required to work outside of the normal working hours from time to time.
- Overnight stays may be required while undertaking site visits across the region.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification in Information Technology, Business, Finance or similar disciplines required.
- A project management and/or business analysis certification is desirable.

Mātau ā-wheako | Experience

- At least five years' experience in analysing and implementing business process development, information systems, and knowledge management.
- Experience in business analysis, and production of business case, business requirements and functional specification documentation.
- A knowledge of project methodologies and experience implementing projects as part of a project team.

Ngā Pūkenga Matatau | Core competencies

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Specific behaviours at the “Technical Leader” level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the HR Kete or the Environment Canterbury Careers website.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation’s position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers’ perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The prior statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Business Process Analyst will be required to accept and carry out other duties.

Band	6	Position Code	SERVBSC.022
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I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

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Waitohu |Signature: _____

Rā | Date Signed: _____

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