



Position Details

Technical Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Senior Business Analyst
Job Reference	100942
Tenure	Specified Term (12 Months 1/07/2025-30/06/2026) Full-time
Salary Range	AU\$131,113 - AU\$153,639 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	CSIRO locations in major cities
Relocation Assistance	Not applicable
Applications are open to	Australian Citizens only
Position reports to the	Lead Business Analyst
Client Focus – Internal	100%
Client Focus – External	0%
Number of Direct Reports	0
Enquire about this job	Rohit Sharma via email Rohit.sharma@csiro.au
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants please apply via Jobs Central If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220.

Role Overview

The **Senior Business Analyst** works on enterprise scale projects, service improvement initiatives and lifecycle management work packages. The role involves taking a lead role in analysis activities, including workshop facilitation, requirement elicitation, development of user stories, refinement of analysis models, verification of requirements, facilitating the prioritisation of project deliverables, hosting of product demonstrations and documentation of operation guides.

The position requires close collaboration with project team members as well as geographically and technically distributed teams, across the architecture model to grow and develop capabilities.

Duties and Key Result Areas:

- Elicit, capture and document requirements across a diverse range of initiatives for multiple functions and business units.
- Facilitate workshops, identify risks, issues and benefits of existing and proposed solutions and outlining business impacts.
- Work with the project manager and /or team leader in estimating project costs and identifying business savings.
- Effectively communicate insights and plans to cross-functional team members and management.
- Provide visibility to the work being undertaken, ensuring that project timelines are maintained.
- Use sound judgement when dealing with unexpected or competing project priorities or issues
- Have an innovative and continuous improvement mindset
- Actively contribute to improvement in business analysis processes and delivery procedures within the team
- Work with other team members, internal and external stakeholders to develop, implement, promote and support all aspects of project delivery lifecycle.
- Coach, mentor and support junior team members.
- Contribute positively to stimulate and promote a team approach and develop sound working relationships with clients and business owners.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
- Other duties as directed.

Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Demonstrated experience with a minimum of 5 years as a business analyst within the ICT sector
2. Demonstrated effective communication and requirements-gathering skills
3. Demonstrated experience in business process improvements in complex environments and situations.
4. Demonstrated ability to effectively manage several competing project priorities simultaneously.
5. Demonstrated customer-focused approach in formulating project solutions.
6. Proven ability and motivation to seek out underlying problems and requirements.
7. Proven ability to develop and maintain effective working relationships with clients and stakeholders.

Desirable:

1. Demonstrated experience using Design Thinking Methodology.
2. Proficiency in BA tools modelling standards (e.g. Business Process Model and Notation)

Required Competencies:

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
- **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
- **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
- **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
- **Adaptability:** Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 (NV1) level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) and [Information Technology](#) for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted