



Position Details

Technical Services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Business Analyst
Job Reference	101586
Tenure	Until 30th June 2026 Full time
Salary Range	AU\$114,219 - AU\$123,605 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	Canberra, Melbourne, Sydney, Brisbane
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 **Business Analyst** works on enterprise scale projects, service improvement initiatives and lifecycle management work packages. The role involves supporting senior analysts and project teams, 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.
- 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. 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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions..
- **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

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