# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Senior Business Analyst |
| Job Reference | 78663 |
| Tenure | Specified term of approximately 3 years (ending 3 years from commencement) |
| Salary Range | AU$115k - AU$135k per annum, plus up to 15.4% superannuation |
| Location(s) | Brisbane, Sydney, Canberra or Melbourne |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Executive Manager, IMT Reinvent Science |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Moses Machao via email [moses.machao@csiro.au](mailto:moses.machao@csiro.au) or phone 03 5227 5273 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO's Information and Technology (IM&T) division is embarking on an ambitious portfolio of work designed to support the organisations Science Digital Transformation strategy. Underpinning the portfolio is a desire for staff to have seamless, secure access to tools, systems and processes that back the delivery of world class science.

The **Senior Business Analyst** is responsible for providing business analysis and project support assistance to programs operating under the Science Digital Transformation initiative. The role will specialise in understanding IMT’s capabilities and associated programs of work to help solve line of business or research opportunities and problems. Key to the success of this role will be extensive involvement with IMT staff and more broadly CSIRO corporate and research staff.

You will work closely with a range of internal and external stakeholders, including Customers, Managers, other Business Analysts, Project Managers, Solution and Enterprise Architects, Developers, Testers, Infrastructure Specialists and others to identify and assess options on the delivery of high-quality, solutions on behalf of CSIRO and the broader Australian and international community.

### Duties and Key Result Areas:

* Work effectively and autonomously as part of a regionally dispersed, multi-disciplinary team
* Manage a number of competing project priorities simultaneously
* Approach non-routine tasks and deliver successful outcomes under broad direction
* Researching, providing advice on and directly specifying, or working with other team members to specify, requirements and identify options to deliver or address new or unexpected nonstandard requests which come to IMT.
* Develop and write analyses to help IMT management understand and then agree on how to address new and non-standard requests
* Complete assigned business analysis tasks as specified by due dates
* Elicit and document business requirements utilising appropriate techniques and tools
* Facilitate the documentation of solution architecture for current and future IT solutions
* Conduct analysis of business processes and requirements to help develop solutions and options
* Design and facilitate workshops with relevant stakeholders
* Keep management and other team members informed of progress and issues
* Contribute positively to stimulate and promote a team approach, and develop sound working relationships with clients and business owners
* Prepare necessary reports to keep a visible track of achievements
* Contribute to the continuous improvement of service delivery
* 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.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research teams, and business unit to carry out tasks in support of CSIRO scientific objectives.
* 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

***Pre-Requisites:***

1. **Education/Qualifications:** Extensive experience working as a senior level business analyst or experience in a related discipline, coupled with relevant training and/or certification.

***Essential Criteria:***

1. Demonstrated ability to lead complex analyses and project support across teams to develop artefacts which assist management in setting priorities and making decisions.
2. Demonstrated ability to harness business analysis tools and techniques
3. Demonstrated experience in the development and support of solutions developed on enterprise grade platforms.
4. Experience in requirements management and analysis and translation and simplification of requirements into key activities
5. Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation

***Desirable:***

1. Demonstrated experience using Design Thinking Methodology, both participating and running design sprints.

## **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 Baseline level.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Information Technology](https://www.csiro.au/en/research/technology-space/it) 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