# Position Details

## Technical Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Business Analyst |
| Job Reference | 83502 |
| Tenure | Indefinite |
| Salary Range | AU $102,724 to AU $111,165 per annum + up to 15.4% superannuation |
| Location(s) | Any major CSIRO sites in Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Business Analyst Lead, Scientific Computing |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| 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 voyaging 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 **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, Business Analysts, Technical Leads, 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:**

* Elicit and document business requirements utilising appropriate techniques and tools
* Translate business requirements into technical artefacts
* Conduct analysis of business processes and requirements to help develop solutions and options
* Design and facilitate workshops with relevant stakeholders
* Coordinate end to end solution development involving other team members, internal and external stakeholders
* Work autonomously as part of a regionally dispersed, multi-disciplinary team
* Manage several competing project priorities simultaneously
* Approach non-routine tasks and deliver successful outcomes under broad direction
* Contribute positively to stimulate and promote a team approach, and develop sound working relationships with clients and business owners
* Keep management and other team members informed of progress and issues
* 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 team, 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:** 5+ years of experience working as a 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 in business analysis techniques, processes, and methodologies
3. Demonstrated experience in the development and support of solutions
4. Experience in requirements management and analysis and translation/ simplification of requirements into key activities
5. Detail oriented and analytical and with willingness to change ideas or perceptions based on new information.
6. Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation

***Desirable:***

1. 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:** 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.

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