



Position Title:	<i>Business Analyst</i>		
Reports To:	<i>Head of IT</i>		
Business Unit:	<i>BT/Projects</i>	Ref Number: (HR use)	<i>[Insert Number]</i>
Location:	<i>Rosebery</i>		
Employment:	<i>Contract</i>		
WWC Check:	<i>Not Required</i>	Sales Position	<i>No</i>
Approved By	<i>Head of IT</i>	Approval Date	

1. ORGANISATIONAL CONTEXT

UNSW Global is the not-for-profit international education and training company of UNSW Australia. Established in 1999, the company is a wholly-owned enterprise of UNSW. The company operates in educational areas ancillary to the core business (research and degrees) of the University. It supports the international initiatives and activities of the University and seeks to leverage and enhance the UNSW brand in all its activities, well beyond the University's national and regional boundaries and borders.

UNSW Global has two core areas of expertise:

- Educational measurement and assessment; and
- Education and training.

These activities are currently managed through the following Business Units:

- Assessment (Educational Assessment Australia (EAA))
- Education (including UNSW Foundation Studies & UNSW Institute of Languages (UNSWIL))

The Business Units are supported and partnered with by a number of functions including business transformation, finance, human resources, legal & compliance and sales & marketing. These functions partners with the business units to ensure business objectives are met in an efficient manner. The company also has subsidiary organisations in Singapore and Hong Kong.

2. POSITION SUMMARY

[A brief summary of the Position's purpose or role]

Working closely with the Project Manager for ERP, this role will be analysing certain Finance, Payroll and HR related business processes and formally documenting business processes to specific levels to support finance process improvement and implementation of a new cloud based HR system.



3. RESPONSIBILITY PROFILE

A. Common Responsibilities:

#4 is applicable to role with supervisor duties and above

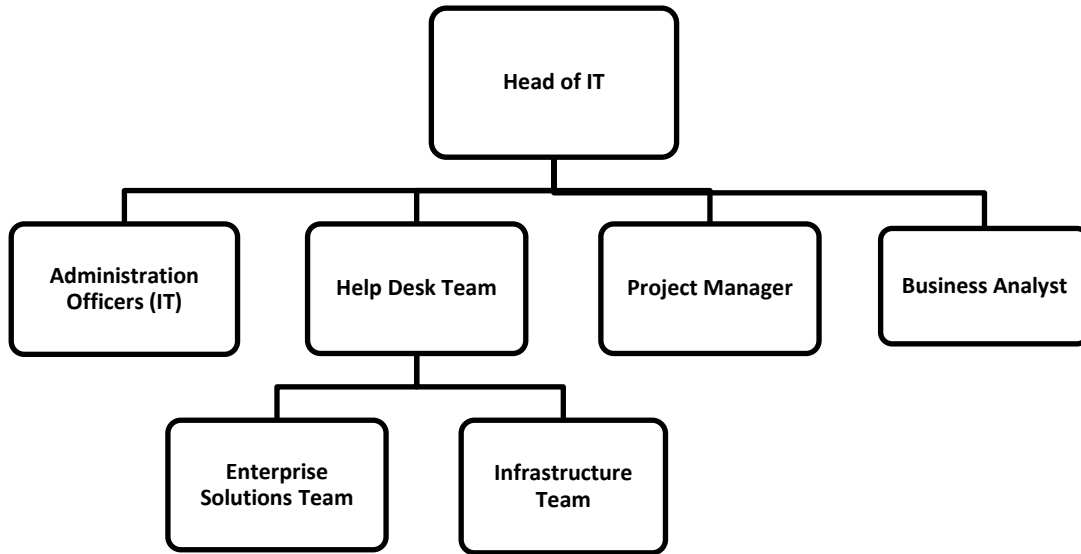
1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development
3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing
4. Provide appropriate people and / or technical leadership commensurate with seniority / position in a way that demonstrates measurable contribution towards achieving UNSW Global's objectives

B. Key Responsibilities (no more than 12 key areas):

1. Work with the business in mapping current and future business processes and provide direction on implementing these in relevant business systems.
2. Work with business and process owners to identify shortcomings, issues and opportunities for improvement with current processes and / or systems and create innovative solutions.
3. Author business requirements that encapsulate needs and quantifiable objectives.
4. Work with external consultants and internal resources to deliver functional and appropriate solutions.
5. Identify key stakeholders impacted by a proposed initiative or business need and engage with them to undertake gap analysis and define success factors.
6. Elicit requirements using various methods, including but not limited to interviews, document review, requirements workshops, industry research, surveys and teleconferences.
7. Act as a change agent for the business throughout system implementation stages to ensure the changes are aligned with business goals.
8. Undertake assessment of existing systems for suitability
9. Work closely with the Project Manager throughout all the phases of projects to ensure these are delivered on time and within budget and per expectations of the business.
10. Produce documentation including business process models, business requirements definition, meeting minutes, test plans, communication plans, post implementation review documentation, training manuals and other project related documentation as needed.



4. ORGANISATIONAL STRUCTURE



5. APPOINTMENT PROFILE

A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

Qualifications and Experience

Essential:

- 5+ years experience as a Business Analyst
- Good experience with ERP Finance systems in particular Payables, Receivables, and GL. Must be able to demonstrate
- Strong ability to hit the ground running with mapping of 'As-is' Financial Accounting processes
- Tertiary qualifications in a relevant discipline (Commerce, Accounting, Information Technology)
- Self-directed / self-starter
- Functional process mapping for Financial Accounting processes, including to a lesser extent some HR/Payroll analysis
- Proven experience mapping as-is and to-be processes
- Adept with identifying process metrics and issues
- Experience with testing and UAT

Desirable:

- Prior experience with Oracle PeopleSoft Finance modules
- Technical understanding - able to understand data flows and data integration

Competencies

(Those underlying characteristics of the individual which are aligned with UNSWG's Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes



- Respect and recognition that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency

B. Conditions of Employment

Remuneration Basis: *Salary*
 Location: *Rosebery*

and all conditions outlined in UNSWG’s Policies and Procedures.

POSITION DIMENSIONS

Number of direct reports	
Number of direct and indirect reports	
Financial delegations	
HR Delegations	

6. CERTIFICATION

The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

[Insert Approver’s Position Title]

[Insert Date]
