



<b>Position number:</b>	PN130	<b>Last reviewed:</b>	March 2022
<b>Designation:</b>	Business Analyst		
<b>Classification:</b>	Full-time, fixed-term (12 months), with possible option to extend	<b>Salary Band:</b>	AMC band 5
<b>Business area:</b>	Project Management Office (PMO), Information and Communications Technology (ICT) Services		
<b>Reports to:</b>	Director, ICT Services		
<b>Key stakeholders:</b>	<b>Internal:</b> Finance, Human Resources (HR), Information and Communications Technology (ICT) Services, Executives Group.		

#### Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

#### Business Area Purpose

The ICT Services business area is responsible for implementing, managing and supporting ICT solutions that facilitate the achievement of the AMC and associated business areas' vision, mission and strategic objectives as well as ensuring the business continuity of its day-to-day operations.

#### Position Purpose

The purpose of this position is to provide technical expertise in analysing and documenting business requirements, identifying business process improvements and providing achievable technical requirements to the ICT Services teams.

#### Position Responsibilities

- Eliciting, analysing and documenting requirements for the TechOne/HR/Payroll/ Finance implementation project as well as any other projects that have priority within the AMC ICT Strategy
- Developing as-is and to-be business process flows, Use Cases, User Stories and Requirements Traceability Matrices to support AMC ICT Projects
- Complete high level and detailed artefacts to support deliverables for the end-to-end project lifecycle
- Assist in PMO Activities including Project Management activities
- Liaise with both business and technical teams to facilitate implementation of solutions; collaborate with others to achieve positive outcomes
- Provide post-implementation training and support
- Demonstrate leadership and accept personal responsibility for actions and decisions

- Work independently and proactively support continuous improvement in the work, team, and organisation

### **Position Key Result Areas (KRAs)**

1. Business Analysis

Undertake high level business analysis activities to ensure successful organisational outcomes.

2. Documentation

Prepare and disseminate appropriate documentation to support agreed outcomes.

3. Stakeholder Management

Engage with business stakeholders to achieve organisational goals.

4. Teamwork

Work collaboratively within the ICT and business teams to achieve strong outcomes.

### **Key Selection Criteria**

#### **Experience/knowledge**

- Must have minimum 5 years' experience in business analysis tools and techniques
- Must have minimum 5 years' experience in delivering complex end to end projects
- Demonstrate strong analytical skills and understanding of software design
- Must have experience in delivering TechOne upgrades and implementations, encompassing HR systems and Payroll / Finance Systems
- Demonstrated ability to adhere to project management methodologies, support and maintain project schedules, providing regular status updates and escalating issues in a timely manner
- Demonstrated ability to develop and maintain communications plan
- Demonstrate strong attention to detail in all deliverables
- Communicate effectively to understand and be understood, displaying professional behavior in all activities
- Display critical thinking and be responsive to the need of all stakeholders
- Experience in post-implementation training and support

#### **Additional Requirements/Qualifications**

- A tertiary qualification in a relevant ICT discipline or business analysis certification, for example BABOK or CBAP (desirable).
- The successful applicant will be able to demonstrate an established history of continuous professional development.

### **AMC's commitment to diversity and inclusion in the workplace**

The AMC aims for a diverse workforce, so that we reflect the Australian community we serve. We believe that diversity improves ideas and results in better outcomes. Our employment policies reflect our commitment to diversity and inclusion.

The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders and is committed to ensuring a working environment that is inclusive and culturally safe at all times.

All staff are required to participate in ongoing cultural safety training.

### **AMC Values**

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| <ul style="list-style-type: none"><li>• Openness and Accountability</li><li>• Cultural Safety and Cultural Competence</li><li>• Collaboration</li></ul> | <ul style="list-style-type: none"><li>• Innovation</li><li>• Striving for Excellence</li><li>• Integrity</li></ul> |
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