

Job Description

VENUES WEST

Position details:

Title:	Business Analyst	Position Number:	01324
Classification:	Level 6		
Branch:	ICT		
Directorate:	Business Support Services		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award		
Reports to:	Program Manager		
Direct Reports:	Nil		
Special Conditions:	Nil		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high-performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support, and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

Business Support Services' intent is to build organisational capacity through the support and development of VenuesWest's people, systems, and processes. In doing this, the directorate will deliver timely, efficient strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Risk, Safety and Health.

About the Role

The Business Analyst engages concurrently across multiple initiatives and performs business analysis to understand and identify the needs of business areas. The role develops feasibility studies, and business cases, contributes to planning and strategy development, and supports the planning and implementation of programs and projects.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students, and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Business Analysis

- Undertakes business analysis activities across ICT, in relation to assessing business processes, requirements and business benefits, through workshops, performing feasibility studies and investment appraisals and developing business cases.
- Supports ICT and Digital Transformation Strategies planning and program/project execution.
- Prepares reports (e.g., Business Requirements, Benefits realisation, Feasibility Studies, Business Cases, status updates), briefing papers and materials for presentation.
- Identifies the total cost of operations for solutions and collaborates with relevant stakeholders to ensure appropriate budget allocation.
- Participates in program and project planning and implementation.
- Evaluates and document proposals through concept, feasibility, and business case phases, making recommendations on value for money, priority, and capacity to deliver, support and embed the change.
- Prepares progress reports and materials for presentation to relevant stakeholders.
- Makes recommendations to update the relevant policies, procedures, standards, and systems that are impacted by improvements identified in the analysis process.

Liaison and Consultancy

- Works closely with stakeholders to challenge and define business processes, document business and technical requirements, identify business outcomes, benefits and options, and capture risks and issues.
- Works with relevant stakeholders in relation to advice, resource capacity, inter-dependency, and business readiness aspects.
- Ensure alignment with architectural standards and framework
- Represents the ICT branch at internal meetings, committees and working parties
- Supports the development of resources and training workshops to ensure understanding and capability for user groups and ICT support groups.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training, and assumes responsibilities as required or directed.

Other

- Understands and complies with information security policies and procedures to ensure information systems are kept confidential and utilised accurately and reliably.
- Other related duties as directed.

About the Person

The following essential capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous relevant demonstrated skills, knowledge, and experience in:
 - i. Applying business analysis methodologies, performing business process mapping (current and future state), business requirements identification, options evaluation, and business case development.



- ii. Applying information and communications technology to harness opportunities and identify impacts.
 - iii. Applying project management methodology – Agile and Waterfall.
2. Understands strategic objectives, trends and factors that may influence work plans; Scans the environment to monitor work plans; Thinks laterally and is innovative in identifying and implementing improved working solutions.
 3. Establishes clear plans and timeframes; Evaluates performance and identifies need for change; Determines action and focuses on quality whilst seeing tasks and projects through to completion.
 4. Builds and maintains relationships with stakeholders, team members and colleagues; Recognises and adapts to individual differences and diversity and takes responsibility for delivering high quality customer focused services.
 5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Challenges issues constructively, committing to actions and reflecting on own behaviours.
 6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Working knowledge of WA Public Sector policies, processes, legislation, awards, and agreements.

Qualifications / Certifications

Desirable:

- Tertiary qualification in Information Communication Technology or progress towards attaining a qualification.
- Certifications in BABOK or equivalent and Prince2/Agile/Scrum.
- ITIL (Information Technology Service Management) Certification.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

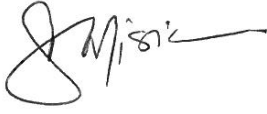
- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.



Certification:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Diane Mistic DIRECTOR BUSINESS SUPPORT SERVICES		Date Approved: 8/2/21
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As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Employee Name:		Date Appointed:/...../.....
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Signature:		Date Signed:/...../.....
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