



Business Analyst, Integrated Asset Management Statement of Accountabilities (Fixed term)

Our purpose:

Powering a cleaner and brighter future.

Our work principles:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

Key relationships and delegated authority

Reports to:	GM – Digital, Data & Technology
Responsible for (# staff):	Nil
Internal Relationships (across the Orion Group):	Business owners and Senior Managers, Project Managers and co-ordinators, Steering committees and Project working groups
External Relationships:	External project and delivery teams Vendors and suppliers related to IAM
Delegated Authority:	Nil

Role Objective

As a Business Analyst for the Integrated Asset Management (IAM) project, you will work with a broad range of stakeholders to elicit, understand and document requirements and business processes within Orion. The focus of this role is to provide and champion a fit-for-purpose best practice business analysis and process approach to underpin continuous improvement on outcomes such as quality and innovation and to enhance solution design and selection in relation to IAM.

Key accountabilities

Business Analysis

- Using business analysis methodology best practices, analyse, specify, and validate customer's functional and non-functional requirements
- Facilitate requirements engagement with internal and external customers to determine the specific problems Orion is looking to solve
- Preparation of feasibility studies, scope definition, business case, requirements analysis and business design documents, including functional specifications and user stories to aid system developers in designing and implementing solutions
- Where appropriate, support the deployment of solutions by developing system and user acceptance test plans to ensure acceptable quality and integrity of the delivered solution
- Provide end-user documentation and training as required



Business Process and Value Stream Analysis

- Conduct analysis and document existing business processes, value streams and requirements to identify improvement areas (e.g., quality, innovation, etc.)
- Develop and document business process maps using agreed enterprise process mapping standards and tools (e.g. Promapp).

Health and Safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures, including their realisation through the IAM program delivery.
- Take all practicable steps to ensure the health and safety of yourself and others.

Team

- Commit to achieving our vision and organisational goals
- Role model behaviours that support our work principles
- Undertake other tasks as requested by your Manager.

Qualities required for the role

- 5 -10 years experience as a Business Analyst
- excellent communication and people skills
- demonstrated experience with requirements elicitation and producing requirements specifications
- experience creating user stories
- prior experience with business process management and tools such as Promapp
- proven experience working on complex IT projects in an Agile environment
- exposure to complex system environments
- attention to detail
- a sense of urgency and the ability to self-manage to achieve results
- stakeholder management experience is a must
- experience working with a broad range of stakeholders to understand and document complex business requirements and processes
- A sound understanding of and flexibility in working with various standard project management methodologies is essential, as well as a competent user of common business analysis toolsets.