

Kate Clifford

People-Focused Business Analyst | Project Reporting & Digital Change Delivery

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Professional Summary

Business and transformation analyst with a reputation for connecting people, simplifying complexity, and helping teams make meaningful progress.

I bring a foundation in both Agile and Waterfall delivery — from supporting engineering projects through project controls and document control, to working on enterprise change initiatives in fast-paced, Agile environments.

Known for translating user needs into practical solutions, I help teams define problems clearly, engage the right stakeholders, and reduce risk through thoughtful, people-focused analysis.

I bring curiosity, ownership, and a steady focus on impact to every initiative I am part of.

Core Competencies

- Stakeholder Engagement
- Requirements Elicitation & Analysis
- Process Mapping & Improvement
- Change Impact Assessment
- Solution Design Support
- Workshop Design & Facilitation
- Agile & Waterfall Methodologies
- Documentation & Knowledge Transfer
- Practical Problem Solving
- Low-Code / No-Code Solutions

Key Skills

- Requirements elicitation & documentation (Epics & User Stories)
- Workshop facilitation & agile ceremonies
- Stakeholder engagement and communication
- User Acceptance Testing (UAT) support
- Business process and workflow mapping

Tools & Technologies

Power BI · Power Apps · Power Automate · Microsoft Excel · Word · Visio · SharePoint
Jira · Asana · Office 365 · Figma

Professional Experience

Transformation Analyst | Aurecon | May 2022 – Present

- Supported business analysis for Project Merlin, Aurecon's delivery methodology transformation, collaborating with technical and change teams to define processes and support implementation.
- Acted as a connector across CoDe and broader teams—known for knowing "who to speak to" and enabling smoother collaboration.
- Contributed to Script Library delivery by shaping business engagement practices, templates, and rollout guidance.
- Supported team-wide transition from Asana to Jira, including development of user guides and practical adoption strategies.
- Worked alongside UI/UX teams and engineers to support feedback loops and adoption of new digital tools and processes.
- Developed lightweight automation and reporting solutions using Power Platform to accelerate delivery.
- Known as a calming, supportive presence who helps teams unblock issues and move forward with confidence.

PMO Analyst | ANZ | July 2021 – May 2022

- Designed and maintained dashboards tracking project and operational risks.
- Enhanced project reporting, enabling clearer oversight and earlier remediation of data issues.
- Produced Board-level insights that improved project delivery and risk management.

Additional Experience

- Project Administrator, Aurecon | Apr 2018 – Jul 2021
- Member Service Coordinator, Medibank | Sep 2014 – Apr 2018
- Administration Support Officer, State Trustees | Dec 2012 – Jun 2014
- Boarding House Tutor, Methodist Ladies College | 2009 – 2012
- Trainer, Life Saving Victoria | 2008 – 2009

Recognition Highlights

"Kate is very valuable to our business... her ability to understand the user's perspective and translate it into impact is second to none." – Team Leader Feedback, 2024

"Kate's contributions have saved us from doing massive amounts of unnecessary work. Script Library would not have shipped without her insight." – Peer Feedback, 2023

References available upon request.