Job Description
Business Analyst

Job Number	1865
Grade	ASC Grade 5
Engagement type	Ongoing
Location	Canberra, ACT – Melbourne, VIC – Sydney, NSW
Immediate manager	Group Lead - Project, Products and Application Development
Branch	Information, Communications and Technology (ICT)
Security Clearance	AGSVA - Baseline
Date of Effect	1 August 2023

Sport has a place for everyone and delivers results that make Australia proud

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

Sport drives all we do at the ASC, including our culture. We are committed to building a culture we can all be proud of, one that is based on our values of Respect, Integrity, Teamwork, and Excellence. From grassroots sport to elite international competition, we recognise the role sport can play in engaging every Australian. The actions we take to achieve our vision for reconciliation is outlined in our Innovate Reconciliation Action Plan (RAP).

The Role

This role will lead engagement with stakeholders to elicit and capture business requirements and develop pragmatic designs for digital-enabled solutions. It will also facilitate cohesive cross functional project teams with a focus on project delivery that is integrated into day-to-day operations and support.

In consultation with team managers, the successful candidate will have implemented the organisational strategic agenda to achieve section and business outcomes. This includes:

- o Communicate and collaborate with a broad range of stakeholders to capture and translate business requirements.

- o Propose innovative and more efficient business process approaches using structured methods.

- o Coordinate with project teams and project stakeholders

- o Model options and present summarised analysis to senior manager sponsors - make recommendations, champion innovative solutions to achieve ASC outcomes.

- o Support project managers to develop work breakdown structures, schedules and cost estimates.

- o Development solution acceptance plans, test plans and data migration approaches as part of holistic project services.

- o Support technology and digital investment planning process using structured assessment methods aligned to enterprise strategy.

- o Working with DevOps and SCRUM or Agile methodologies.

- Assist in the development and implementation of policies, guidelines and other resources that deliver business outcomes for ASC.

- Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at ASC.

- Work collaboratively as part of a high performing team and organisation, establishing and maintaining effective partnerships with key internal and external stakeholders to lead and deliver high quality business outcomes.

- Assist in the delivery of quality advice and reporting on relevant issues to senior management.

Key Capabilities

We are seeking a highly motivated and detail-oriented individual with a proven track record of driving collaboration across business groups, eliciting and capturing business requirements and develop pragmatic designs for digital-enabled solutions.

The successful candidate will have:

- Tertiary qualifications and/or business experience using structured approaches that complement modern project delivery methodologies, including Human Centred Design.

- Minimum 2 years demonstrated business analyst experience, undertaking analysis and design using structured methods in an enterprise context.

- Highly desirable experience working with DevOps, Dynamics 365 and/or SCRUM or Agile methodologies.

- Experience working in structured methods & techniques.

- Highly developed interpersonal and communication skills.

- Demonstrated analytical skills, strong attention to detail and the ability to develop innovative solutions, translating these into fit-for-purpose designs and approaches.

- Strong awareness of digital strategy, platforms and governance.

- Demonstrated ability to communicate dynamically and persuasively in both written and face-to-face communication.

The Team

The Project and Application Development Team is engaged, passionate and innovative – we're committed to developing strong partnerships and focused on enabling business outcomes. Teamwork is incredibly important to us, and we value inclusiveness, ingenuity, and outcomes over convention. ICT is a social and dynamic team; we manage well with uncertainly and balance diverse thinking and strong collaboration to develop achievable and innovative plans.

The Branch

The Information, Communications & Technology (ICT) team is within the Technology Branch of the Australian Sports Commission (ASC). ICT enables the ASC to meet its strategic objectives in key areas such as modernising & streamlining business process, digitally connecting services and stakeholders and providing access to timely and reliable decision-making information.

Employment Requirements

- The successful candidate will be subject to a National Police Criminal History Check and an International Police Criminal History Check if they have resided overseas for a period of 12 months or more in the last 10 years.

- The ASC's Child Safe Commitment provides insight into how seriously the organisation takes its responsibility to provide an environment that is caring, nurturing and safe. It is an essential requirement that all ASC employees obtain and maintain an active clearance/s to work with children.

- This position requires/may require weekend work, or outside ordinary work hours.

- AGSVA (Baseline) - This position requires the holder to be able to obtain and maintain a AGSVA Security Clearance to Baseline. Candidates must be an Australian Citizen to meet eligibility requirements.