



POSITION DESCRIPTION

Position:	Sr. IT Business Analyst – Full Time
Department:	ITS
Reporting to:	Manager, IT Architecture
Role Duration:	Fixed Term Contract of 3 years, with potential for extension.
Salary Range:	Band 4 - FTE \$105,000 plus 10% Superannuation and 17.5% Leave Loading
Contact:	Arsalan Saeed Chaudhry, Manager IT Architecture, Information Technology Services / Phone: (03) 9348 7485
Date:	October 2020

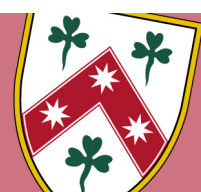
POSITION SUMMARY

Working as part of IT Architecture team, the Sr. IT Business Analyst role is a key facilitator within the organisation providing business analyst services for the ICT strategic initiatives as well as opportunities resulting from Business as usual (BAU) cases. This position will interpret business requirements and act as the conduit between stakeholders across the College and those technical initiatives. Further, this role will assist as and where necessary to the enterprise architecture function in building business architecture and mapping it to application ecosystem. It is an exciting role for someone who wants to be an integral part and play a key role in opportunities that span across transformation of existing infrastructure to MS Azure in IaaS mode, updating the College Management System, simplification and modernization of Identity Access Management, IT service management definition and build-up of service management tool, Cyber security initiatives, etc.

SELECTION CRITERIA

Essential:

1. A minimum of degree qualification relevant to the role and five years' experience as a business analyst or comparable experience working as a business or systems analyst within the IT industry.
2. Accredited certification(s) in business analysis will be preferred.
3. Demonstrated experience in complex project requirements management.
4. Practical understanding of overall IT ecosystems and integration functions to enable the required business objectives.
5. Good understanding of building business processes and developing means for optimization.
6. Experience in vendor management and participation in RFP's highly regarded.
7. Experience in Office365 implementations, Cloud systems migration and IT service management is of benefit.
8. Demonstrated understanding of XaaS environments is highly regarded.
9. Possess excellent initiative and problem-solving capability.
10. Able to absorb and evaluate information from a variety of sources and understand the 'big' picture view as well as the details.





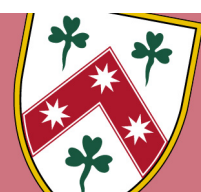
11. Demonstrate a high level of client focus, by listening to clients and actively seeking to meet client's needs. Along with seeking ways to improve services and being committed to delivering high quality outcomes for business clients.
12. A high level of attention to detail and accuracy in documentation, data entry, and follow-up on processes.
13. High level interpersonal and communication skills (written and oral).
14. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
15. The ability to positively contribute and work within a team environment in addition to working independently.
16. A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of the College.
17. Well-developed computer literacy in Microsoft Office Applications, with the ability to learn new systems.
18. An interest in and desire to contribute to the educational vision, values, planning and strategies of the College.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES

1. Perform business (process & requirements) discovery & analysis for existing as well as target IT ecosystem.
2. Preparation of business requirements and/or business cases with clear and reportable traceability.
3. Liaise with all stakeholders, being internal and external, conducting appropriate workshop and analysis to document business requirements, functional specifications and other project related documentation as required. The documentation must be of a high standard and appropriate to their audience.
4. Build and maintain strong and productive relationships with business functions especially articulating value of IT architecture division towards understanding of the business needs and requirements.
5. Participate in supplier/partner tender evaluation and selection processes.
6. Assist in change management tasks relating to managing the transition to new or enhanced systems and or processes.
7. Participate in project scoping, sizing and estimating activities for projects.
8. Manage and report on all Business Analysis work status along with risks and issues.
9. Recommend innovations that enhance business operations and functionality of applications.
10. Other related tasks as required.





CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

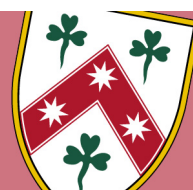
TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts,





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property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society

