



POSITION DESCRIPTION

Business Analyst – Fixed Term

Unit/Branch, Directorate: Capability Directorate

Location: Wellington

Salary range: G \$68,316 - \$102,474

Purpose of position:

The Business Analyst leads the investigation of opportunities and solution design for the introduction of new business solutions. The role also supports Project Managers in the development of project planning and documentation.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values are Collaborative, Courageous, Positive, Driven and Self-aware

Capability Directorate purpose:

The Capability Directorate is charged with ensuring the NZSIS *stays ahead of the curve* through smart investment of products and services and to strategically think about the requirements of the future. We support the implementation of the NZSIS Operational Strategy by assisting the Service to identify and develop organisational capabilities that meet today's needs and position the NZSIS to achieve our goals into the future. Our core focus is on partnering with, and supporting, internal customers. We take a 'one agency' approach. We're not successful unless the whole NZSIS is successful.

Our mission: Delivery for today. Preparing for tomorrow.

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ORDINARY**
We are. **Are you?**

 **New Zealand Intelligence Community**
Te Rōpū Pārongo Tārehu o Aotearoa
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Key accountabilities	Deliverables/Outcomes
<p>Investigates operational requirements, problems and opportunities, seeking effective business solutions through changes in systems and business processes</p>	<ul style="list-style-type: none"> • Adds value to the business and helps to act as a translator between the project and the business. • Opportunities and problems are investigated, eliciting business requirements using the appropriate tools and techniques through collaboration with customers.
<p>Lead the design, development and review of current and future state business processes to support successful implementation of projects and continuous improvement initiatives</p>	<ul style="list-style-type: none"> • The business has a clear understanding of their requirements and how the proposed solution will meet their needs. • Requirements are well documented and agreed to by the business, and enable IT staff to design and develop the appropriate technology solutions. • Solutions that are designed and implemented meet the requirements of the business.
<p>Documentation of business, user and functional requirements with sufficient details and accuracy to effectively contribute to solution design</p>	<ul style="list-style-type: none"> • Leads the development of test plans, including user cases, user acceptance testing, end-to-end functional testing and penetration testing. • Business processes are well documented and understood. • Realistic and achievable business analysis project schedules are developed that drive a sense of pace and urgency for delivery. • Testing plans are well developed and the appropriate time and resources have been allocated to the successful delivery of testing activity.
<p>Supports the project manager in the development of project planning and documentation</p>	<ul style="list-style-type: none"> • Ongoing support and expertise is provided across the systems development life cycle to ensure delivered solution meets business requirements and customer expectations. • Proposed business benefits are identified and documented ensuring there are measures in place to assess realisation. • Business benefits are clearly identified and appropriate measures are put in place to ensure realisation. • Actively contributes to the development of the Business Analysis profession at the NZSIS including the development of processes, tools, templates and reporting. • Actively contributes to the growth and development of the project management profession, through active participation in Communities of Practice both inside the Service and across Government.

Risk management	<ul style="list-style-type: none"> • All activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to management where appropriate. • All operational activities are consistent with NZSIS legally mandated role and functions.
Health and safety (for self)	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements in the NZIC Health and Safety policy and procedures are met.
Other duties	<ul style="list-style-type: none"> • Any other duties that fall within the scope of the position

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Capability Directorate staff • Business partners within NZSIS • Other NZSIS as required
External:	<ul style="list-style-type: none"> • Counterparts within the wider New Zealand Intelligence Community and central government agencies • Other partner intelligence agencies and law enforcement organisations as required • Vendors

Person Specification	
Experience:	<ul style="list-style-type: none"> • Proven experience in project coordination or a team coordination role.
Knowledge and Skills:	<ul style="list-style-type: none"> • Experience of business analysis frameworks, tools and techniques, for example BPMN. • Experience in projects as an active member of a project team. • Deep understanding of the systems development lifecycle. • Knowledge and understanding of the practices of the International Institute of Business Analysis (IIBA). <p>Desirable:</p> <ul style="list-style-type: none"> • 3+ years business analysis experience. • 3 + years project management experience.
Qualifications and Courses:	<ul style="list-style-type: none"> • IIBA qualifications: <ul style="list-style-type: none"> ○ Certificate of Competency in Business Analysis (CCBA) or ○ Certified Business Analyst Professional (CBAP), or • equivalent work experience
Specific Job Requirements:	<ul style="list-style-type: none"> • Self-motivated, innovative and possessing enthusiasm and drive. • Strong interpersonal skills with the ability to build and maintain effective and productive working relationships including collaboration and negotiation with stakeholders at all levels. • Effective organisational and self-management skills, including responsiveness to instructions and management of workload demands. • A strong customer service ethic with the ability to foster good stakeholder relationships. • An ability to work under pressure to meet tight deadlines. • Demonstrated high levels of integrity and an ability to maintain a TSS security clearance.

NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

Changes to Position Description

Positions in the NZSIS may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 19/09/2018

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date: