

POSITION DESCRIPTION



Position Title:	Business Analyst
Division:	National Operations
Reports To:	Director, National Operations
Direct Reports:	N/A
Location:	Adelaide
Employment Status:	Full time, 18 month fixed term contract with potential for renewal.
Special Conditions:	<ul style="list-style-type: none"> You will be required to undertake a criminal history check. You must have the right to work in Australia and be an Australian citizen, permanent resident or hold a valid work permit or visa. ONRSR has zero tolerance to the use of alcohol and non-prescription drugs for all workers whilst undertaking ONRSR work. This includes workers recalled to duty unexpectedly who should decline to work if doing so puts them in breach of the Drug & Alcohol Policy. Work outside of normal business hours, on weekends and public holidays may be required, as will a requirement to travel, which may include short stays in interstate offices.
Significant Stakeholder Relationships:	Project Manager ONRSR internal project management teams Project Stakeholders

POSITION CONTEXT:

The Office of the National Rail Safety Regulator (ONRSR) is an independent regulatory authority that pursues safe railways for Australia by encouraging safe rail operations, enforcing national compliance with the *Rail Safety National Law* (RSNL), and promoting and improving rail safety across the country.

ONRSR is a visible player in the rail industry, conducting value-adding interactions that are informed by a strategic combination of industry intelligence, knowledge of operations, and use of rail safety data. ONRSR has the dual, but complementary, roles of administrator of the RSNL accreditation regime, and the regulator of a duty-based safety management regime. For further information visit our website at www.onrsr.com.au

Amongst other endeavors, ONRSR is transforming the way our teams are supported in the field. The role of **Business Analyst** will sculpt the conceptual vision for development, while being involved in testing and implementation activities to help affect positive business change supporting safety outcomes.

KEY RESPONSIBILITIES:

- Documentation, examination and evaluation of current state and future state business process workflows and existing business systems.
- Business capability analysis.
- Perform root-cause analysis and conduct gap fit assessments.
- Interface analysis of data flow from systems.
- Eliciting and articulating business requirements, using user stories, acceptance criteria and mock-ups (wireframes) ready for the development team.
- Conduct requirements analysis and design definition.
- Actively participating in development sprints ensuring that the user stories are translated correctly by the technology analyst and developers.
- Defining any data definitions of any new data elements.
- Presenting back options discovered back to the business to consider.
- Leading the initial user acceptance testing and supporting other business parties involved.

- Producing any documentation or training material required for implementation activities and assistance with change communications.

KEY SELECTION CRITERIA:

- Proven experience working independently across multiple business change projects in lean project teams.
- Demonstrated ability in facilitating workshops, creating mock-ups/ wireframes (using Balsamic or equivalent), gathering business requirements, writing user stories, process and procedure documentation, training material and professional communications.
- Inquisitive nature with great interpersonal skills, with a willingness to roll up your sleeves, immerse yourself in the initial concept and see it through development to completion.
- Excellent problem solving, negotiation and critical thinking skills (observation, analysis, interpretation, reflection, evaluation, inference, explanation, summarisation).
- Advanced communication, organisation skills and time management.
- Good foundation in business analysis and agile development practices.
- Ideally has studied and understands the theory and principles behind:
 - Business Analyst Body of Knowledge with IIBA (or equivalent)
 - Agile PM or Agile development curricula
- Has an appreciation for data modelling, project management and change management functions.

BENEFITS OF WORKING AT ONRSR:

ONRSR actively encourages productive working relationships, a healthy work-life balance, workplace diversity and innovation. You will work for an organisation which offers a commitment to learning and development and flexible work and lifestyle options.

EXPECTATIONS:

ONRSR expects its people to contribute to the efficient and effective functioning of the organisation to meet ONRSR and team strategic goals. This includes actively participating in the Performance Development and Review process, demonstrating appropriate and professional behaviour in accordance with the Code of Conduct and values, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.

OTHER RELEVANT INFORMATION:

Agreement Coverage

Employment with ONRSR is subject to the terms and conditions outlined in the *ONRSR Enterprise Agreement*.

Work Health and Safety Requirements

ONRSR is committed to providing a healthy and safe workplace for all our people. In realising this commitment, ONRSR complies with all relevant work health and safety legislation.

Privacy Notification

ONRSR requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy laws.

ACCEPTANCE:

I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability. I understand that I may be required to perform other duties from time to time to fulfill the position requirements.

Approval via E-Signature