Position Description

HARRY PERKINS INSTITUTE OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Business Analyst
Position ID Code	OPS026
Work Area, Division	Technology, Operations
Reports To	General Manager, Technology
Direct Reports	Nil
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement

At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose

The Business Analyst is responsible for identifying business needs, analysing requirements, and proposing effective solutions to drive business efficiency and productivity. This role involves working closely with stakeholders to gather and document requirements and collaborating with development teams to ensure successful project delivery.

Position Outcomes and Key Goals

1. Contribute to improvements in organisational business practices, productivity, and efficiency by analysing business activities in line with Perkins ICT strategic goals.
2. Drive measurable improvements in ICT processes and workflows by identifying bottlenecks, implementing solutions, and regularly tracking performance measures.
3. Maintain high stakeholder satisfaction through clear communication, timely solutions, and regular feedback.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved	
Business Analyst	0	15/11/2024	General Manager, Technology	Acting Chief Operations Officer	Chief People Officer	Page 1 of 3

Key Duties/Accountabilities

1. Collaborate with stakeholders to gather and document business requirements and translate them into technical specifications.
2. Ensure technical specifications are clearly defined and actionable, serving as the foundation for the development and implementation of ICT solutions to meet stakeholder and business needs.
3. Ensure that data gained enables the design, development, and deployment of improvements to business processes and practices, ensuring alignment with business and ICT goals and system functionality.
4. Analyse and interpret data to identify trends, patterns, and insights that inform decision-making and the development and review of ICT strategies and the Perkins' technical operations.
5. Identify and recommend improvements to business processes to enhance efficiency and effectiveness within the ICT function and the broader Perkins community.
6. Assist in planning, executing, and monitoring ICT projects, ensuring they meet deadlines, budgets, and quality standards where required.
7. Prepare and present detailed reports and documentation on business analysis findings and project progress.
8. Maintain strong relationships with internal and external stakeholders, ensuring their needs and concerns are addressed.
9. Act as a liaison between stakeholders and the technical team when it comes to processes and functions that are being reviewed.
10. When reviewing and developing business requirements with stakeholders, facilitate clear communication, managing expectations, and ensuring that requirements are accurately understood and reflected.
11. Complete other duties as requested by manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in Business Administration, Information Technology or a related field, or equivalent experience in a similar role.
2. Previous experience as a Business Analyst, preferably within an ICT environment.
3. Demonstrated experience gathering, analysing, and documenting business requirements, and effectively translating them into clear and actionable technical specifications that successfully guide technical development and implementation processes.
4. Excellent verbal, written, and interpersonal communication skills and the ability to work collaboratively with diverse teams and stakeholders.
5. Demonstrated ability to act as a liaison between non-technical stakeholders and technical teams, facilitating effective communication and understanding to ensure alignment and successful delivery of technical solutions.
6. Ability to identify, assess, and address issues and challenges during the business analysis and technical development processes, ensuring solutions are both effective and efficient.
7. Demonstrated ability to build and maintain relationships with diverse stakeholders, ensuring their needs are fully understood and incorporated into the project scope, while also managing expectations and providing clear communication throughout the project lifecycle.
8. Familiarity with data analysis tools, project management software, and various ICT systems.
9. Satisfactory National Police Certificate.
10. Possess a current Western Australian 'C' Class Driver's Licence

Position Description

Special Requirements

1. After-hours work may be required in this position.
2. This position participates in an on-call roster.
3. This position provides leave relief cover for the Infrastructure Lead.

Key Working Relationships

1. GM Technology and ICT team.
2. Facilities Management team.
3. Perkins managers.
4. Tenants of the Perkins buildings.
5. UniIT (University of Western Australia).

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.