

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



| | |
|-----------------|---------------------------------------|
| Title: | Senior Business Analyst |
| Group: | Policy and Organisational Strategy |
| Reports to: | Project Analysis Manager – Change PMO |
| Location: | National Office, Wellington |
| Direct Reports: | No |
| Budget: | No |

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

Senior Business Analysts are project based specialists, responsible for supporting Oranga Tamariki Change Programme initiatives to meet their desired outcomes. They work within projects to define, document and then manage throughout the project lifecycle business change requirements. Their role is to ensure all stakeholders requirements are accurately reflected and then designed into new or enhanced services, processes or practices, and be a champion of user requirements throughout design, development and implementation. Senior Business Analysts are expected to be able to lead analysis work in large and complex programmes, and to lead, coach, guide and mentor other Business Analysts.

KEY ACCOUNTABILITIES

| Key Result area | Key Accountabilities |
|--|---|
| Business Requirements | <ul style="list-style-type: none">– Plan and lead the gathering and documenting business requirements and undertaking options and scenario analysis of the impact of design decisions |
| Functional Specifications | <ul style="list-style-type: none">– Plan and contribute to the development of detailed functional specifications to meet Oranga Tamariki’s requirements |
| Data Collection & Analysis | <ul style="list-style-type: none">– Plan and provide support for the collection and analysis of data |
| Solution Design & Selection | <ul style="list-style-type: none">– Assist in the solution design and selection process to ensure it meets business requirements |
| Communications | <ul style="list-style-type: none">– Report findings and analysis in clear concise written, visual and verbal formats as required for the audience |
| Project and Programme Success | <ul style="list-style-type: none">– Assist in problem solving issues within the project and/or programme, and lead the resolution of issues in the business analysis work– Provide advice, information and support to the team as required– Contribute to the identification of risks, planning, team work and achieving desired project outcomes– Support the work of dependent projects and collaborate with other projects as and when required |
| Business Analysis Success | <ul style="list-style-type: none">– Provide coaching, guidance and mentoring to Business Analysts to support their success in their work and growth in their skills and career |
| Business Analysis Practice | <ul style="list-style-type: none">– Participate and lead components of establishing practices, templates, policies, tools and partnerships to expand and mature our business analysis practice.– Continue professional development in order to keep abreast of emerging technologies, methods and best practices.– Assist with the development of an integrated work plan for the assigned project(s) that has key stakeholder buy-in. |

| Key Result area | Key Accountabilities |
|---|--|
| Relationship Management | <ul style="list-style-type: none"> - Establish and maintain effective inter-personal relationships with internal and external stakeholders - Ensure communications are easily understood and fully disseminated and all relevant managers are fully updated and made aware of any risks to Oranga Tamariki - Understand the strategy, framework and processes of Oranga Tamariki and represent this view when engaging with stakeholders, including sector representatives. |
| Being part of the Oranga Tamariki team | <ul style="list-style-type: none"> - Actively and positively participate as a member of the team - Proactively look for opportunities to improve the operations of Oranga Tamariki - From time to time, you may be required to perform other reasonable duties as requested by your manager - Comply with and support all health and safety policies, guidelines and initiatives - Ensure all incidents, injuries and near misses are reported into our H&S reporting tool - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work. |

KEY RELATIONSHIPS

| | |
|-----------------|---|
| Internal | <ul style="list-style-type: none"> - Change PMO - Oranga Tamariki managers and staff - Business unit members that the project is delivering to |
| External | <ul style="list-style-type: none"> - Relevant stakeholders including (but not limited to) iwi, Ministry of Health, Ministry of Education, New Zealand Police, Ministry of Justice and Ministry of Social Development managers and staff - Other Non-Government organisations as appropriate - Local Government |

QUALIFICATIONS & EXPERIENCE

| | |
|---------------------------|--|
| Qualifications | <ul style="list-style-type: none"> - A relevant tertiary qualification or work experience in business analysis - Membership of a relevant professional body is desirable |
| Other requirements | <ul style="list-style-type: none"> - Willingness to travel within New Zealand to fulfil the requirements of the role if and when required |

Knowledge and Experience

- Demonstrated experience in project business analysis ideally at least 5 years' experience across a range of different types of projects and skill competencies
- Demonstrated experience in guiding and mentoring other Business Analysts to be successful
- Experience in producing effective presentations, requirements documents and other project artefacts.
- Have advanced knowledge of email software, MS Word, PowerPoint, Excel.
- Have working knowledge of MS Project or other project management software.
- Have a working knowledge of common project methodologies.

Skills

- Excellent verbal, written and interpersonal communication skills.
 - Ability to present highly detailed project information into visual summaries for governance groups.
 - Be flexible and highly adaptable to ever changing priorities.
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.
 - Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience.
 - Effective time management skills and ability to juggle multiple priorities.
 - Self-motivated and ability to work unsupervised.
 - Sound judgement and initiative.
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
-