JOB SUMMARY

**Business Analyst – Canberra**

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| Agency: | Australian Maritime Safety Authority (AMSA) |
| Contract length: | to 30 June 2019 with a possible 12 month extension |
| Location: | Canberra |
| Security clearance: | Australian Citizen |
| Work arrangements: | Working onsite full time, 5 days per week |
| Latest start date: | 1 October 2018 |
| Due date: | Wednesday 12 September 2018 4:00pm |

JOB DESCRIPTION

The Australian Maritime Safety Authority (AMSA) is seeking an experienced Business Analyst for the Integrated Response Project. This is an exciting opportunity to work in a great team environment on an emergency management, geospatial, incident and response capability project.

The scope of the role is to be responsible for analysing and assessing business processes and systems (current and future), gathering and documenting business requirements. The role will also require assisting in documenting a market approach of the future incident and emergency response capability.

The successful candidate will work closely with the IT Project Manager, Architecture Team and Business to define the current and future business processes and requirements.

SKILLS AND EXPERIENCE

**Essential skills and experience**

1. Minimum of 5 years demonstrated experience working as a Business Analyst delivering multi-faceted artefacts for government programs and/or projects
2. Demonstrated experience and skills in requirements elicitation and definition, business process reengineering and process mapping.
3. Demonstrated experience facilitating workshops.
4. Strong business client engagement skills.
5. Demonstrated experience in technical writing and documenting guidelines and operational procedures
6. Demonstrated experience working in complex ICT environments

**Nice-to-have skills and experience**

1. Experience in the analysis, design and delivery of solutions for emergency management and co-ordination functions.
2. Experience in communication, development of artefacts and reporting to senior executives.
3. Experience with modelling of processes and requirements in Sparx Enterprise Architect.
4. Business Analyst Certifications.
5. Understanding of ICT architecture principles.

STEPS TO COMPLETE APPLICATION

1. Complete the Data Collection Form in this document
2. Address the Job/Selection criteria with your relevant experience in this document
3. Submit an application by selecting “Apply Now” on the [Adept Partners](http://www.adeptpartners.com.au/) website
4. Upload this document along with your latest Resume/CV
5. Submit your application

DATA COLLECTION FORM

**Please complete your details in the section below**

|  |  |
| --- | --- |
| Your Name |  |
| Your availability date: |  |
| Required hourly rate (Exc. GST): |  |
| Mobile |  |
| Referee 1: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Referee 2: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Please detail your present security clearance status (if any): | |
| Clearance Level: |  |
| Date Granted: |  |
| Department: |  |
| Department contact: |  |
| Please detail your citizenship / residency status: |  |

STATEMENT AGAINST THE CRITERIA

**Please provide a statement on your relevant skills and**

**experience addressing the criteria below.**

**The statement should approximately 600 words.**

**Essential skills and experience**

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4. Strong business client engagement skills.
5. Demonstrated experience in technical writing and documenting guidelines and operational procedures
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**Candidate Statement against the criteria:**