



Job Title:	Business Analyst	Position No:	CI16
Group:	Regional Development	Service Area:	Project Management Office
Classification Level:	Senior Professional Officer (SPO)		
Reports to:	CRM & Permits Project Manager	Direct Reports:	Nil
Location:	Darwin	Date Approved:	March 2024

POSITION OVERVIEW

The Business Analyst will work closely with various stakeholders to analyse and assess business requirements, identify problems and propose solutions. The successful candidate will be responsible for gathering, analysing, documenting, and validating business requirements to support the development of systems, applications, and processes. The Business Analyst will also provide project management support, ensuring that projects are completed on time, within budget, and meet quality standards.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Drive collaboration with stakeholders to identify and analyse and document business needs, processes, interfaces and data dependencies within a BABOK 3.0 framework.
- Map current and future state business processes as per BPMN 2.0 and deliver design specifications.
- Utilize Power BI to analyse data, generate reports, and provide insights to enhance decision-making processes.
- Collaborate with stakeholders to engineer and re-engineer processes to achieve greater efficiency and effectiveness of business operations with the use of Permits and CRM system.
- Monitor and improve readiness for change, plan and implement transition strategies, and support “business as usual” operations.
- Communicate effectively and efficiently with operational, managerial, and executive teams.
- Provide a range of discussion/options papers, briefs and reports for management and other stakeholders.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- A Bachelor's degree in Business Administration, Computer Science, or a relevant discipline.
- Minimum of four (4) years' experience in business analysis or a similar role.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Proven capabilities in requirements elicitation and documentation as per BABOK 3.0, process engineering/reengineering, process modelling as per the BPMN 2.0 standard, and Business Change Management.
- Proficiency in Power BI through effective utilization of data visualisation techniques, and a demonstrated ability to leverage the platform for insightful reporting and analysis from various systems.
- Demonstrated experience working with service providers to deliver effective, innovative and impactful business systems.
- Significant experience in designing, implementing and improving business and financial management solutions.
- Proven ability to thrive under pressure within multi-disciplinary teams, adept at prioritizing tasks, with good attention to detail, problem solving and analytical skills. Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Certifications in Business Analysis, Project Management, or related fields.
- Experience with enterprise resource planning (ERP) systems and CRM Systems.
- Experience with business process modelling and optimization.