



Position Description

Position title	IT Business Analyst
Classification	APS6
Division	Digital Strategy Division
Location	Brisbane/Sydney/Canberra
UPI number	Multiple
Date of approval	30 September 2021
Category	Info/Comm Tech (ICT)
Job evaluation reference	JER_283_09/21
Agency website	https://www.digitalhealth.gov.au/

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Division overview

Digital strategy – responsible for national digital health design and strategy, underpinned by strong clinical governance and digital health standards.

Primary purpose of position

The APS6 IT Business Analyst is accountable under limited direction to perform complex work that provides detailed technical and professional business analysis, system analysis and design changes that are aligned with the vision and strategic direction of the Agency.

They will have reasonable autonomy and responsibility to develop and document requirements from key stakeholders that will inform, support and assist the development of project deliverables, program objectives and the strategic direction of the Agency.

The APS6 IT Business Analyst will have considerable internal stakeholder interaction that includes program, project and product managers, ICT specialist and subject matter experts from across the Agency, together with external stakeholders that may include clinicians, consumers and the broader Health sector.

Relevant duties

1. Leadership and Accountability

- Apply an in-depth knowledge and thorough understanding of the related principles, concepts, methods and processes required to gather, analyse and interpret business needs; developing appropriate technical, digital and business focused solutions and requirements for the Agency.
- Acquire, maintain and provide expertise and technical knowledge in business system analysis, business process modeling, business situation analysis, systems development, applications development methodologies and the software development lifecycle in the generation of business requirements for the Agency.
- Contribute to the development of gap analysis and business process design; working closely with identified work areas in the Agency to identify, interpret and document business and system requirements.
- Responsible for setting priorities and ensuring the quality of outputs and end of process deliverables for the work being produced including:
 - environment scans;
 - business functional and non-functional requirements;
 - business modelling;
 - information requirements;
 - preparation of business and system requirements briefs;
 - business process documentation; and
 - instructional materials.

2. Management Diversity and Span

- Responsible for implementing work plans, setting tasks and priorities and managing workflow; working closely with other work areas of the Agency to:
 - understand dependencies;
 - seek, facilitate and receive contributions to business and project requirements;
 - coordinate workshops and feedback processes to ensure a consultative and coordinated solution co-design has occurred.
- Encourage and gain cooperation with internal stakeholders and relevant Agency external stakeholders including Agency delivery vendors to ensure their understanding of and compliance with approved technical and business requirements.

3. Job Context and Environment

- Work closely with stakeholders to understand what needs to be done based on an in-depth analysis of the issues; developing requirements using a range of techniques such as interviews, documented analysis, requirements workshops, surveys, site visits, business process descriptions, scenarios, business analysis, task and workflow analysis.
- Responsible to monitor changes in the broader work environment that may impact on the work area outcomes, project deliverables, program objectives and the strategic direction of the Agency; selecting and recommending an appropriate course of action from a number of options.

4. Independence and decision-making

- Work with independence over a broad area of business activities that is subject to limited direction requiring little or no revision before finalisation to develop and deliver business and system requirements consistent with Agency priorities, processes and methodologies.
- Make decisions using good judgement, expertise and knowledge in relation to business and system analysis ensuring outcomes are documented and presented in understandable and insightful ways.
- Perform research and analysis to make decisions that involve complex activities to identify, analyse and interpret business needs that may be conflicting; selecting the appropriate course of action to generate requirements.

5. Stakeholder Management

- Manage relationships with stakeholders to achieve work area and agency goals; anticipating and responding to their needs and expectations around the task and activities to gather and analyse information to generate requirements and business cases.
- Responsible to communicate and negotiate with stakeholders, working under limited direction to provide in-depth advice and information to minimise opposition and maximise acceptance and cooperation.

Essential requirements

Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

N/A

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

N/A