

POSITION DESCRIPTION

POSITION TITLE:	Business Analyst
LOCATION:	Lower Hutt, New Zealand
DEPARTMENT:	Client Services
REPORTING TO:	Lead Business Analyst
KEY RELATIONSHIPS:	<p><u>Internal:</u></p> <ul style="list-style-type: none"> ○ Project managers ○ Product owners ○ Internal customers ○ Wider company personnel ○ Internal Application users <p><u>External:</u></p> <ul style="list-style-type: none"> ○ External Customers ○ Application users
KEY PURPOSE:	<p>Business analysts are key to the success of our projects, this role is to be a member of a team that is the champion of the customer's needs to allow us to meet project our objectives. This will be done by:</p> <ul style="list-style-type: none"> ○ Use elicitation techniques to understand; and translate customer requirements into a language and formats understood by the various stakeholders. ○ Work with Project Managers on project timelines, budget, and resourcing allocations. ○ Monitor and organise the sprints, ensuring they are reported on correctly.
NATURE & SCOPE:	<p>A privately owned NZ company, Aspeq delivers over 90,000 exams each year in 25 countries and employs 55 permanent and 200+ part time people in NZ and Australia. Aspeq delivers exams through a network of centres across Australasia and operates two customer service help centres in Lower Hutt, NZ and Canberra, Australia.</p> <p>For this role you will be an intricate part of an experienced Business Analyst team.</p> <p>You will be required to communicate between Internal and external customers, developers, testers, project managers and staff from other areas within the company.</p>

	<p>The applicant must have strong written and verbal skills; and be able to translate the customers' requirements into a technical language for the project team.</p> <p>The applicant should be confident collaborating with staff within all areas of the company. Versatility is highly regarded. You will become an expert in all of Aspeq's applications and own the requirements for the customer and the project team.</p> <p>The position requires high attention to detail and accuracy. Strong customer focus, and knowledge of information and technology systems is vital.</p> <p>A clear understanding and experience in the software development lifecycle and the role of a business analysts.</p> <p>The role will be required to work Monday to Friday, but they must take a flexible approach to working hours in line with the global nature of Aspeq.</p>
<p>KEY ATTRIBUTES/ COMPETENCIES/ QUALIFICATIONS:</p>	<p><u>The ideal person for this position will:</u></p> <ul style="list-style-type: none"> o High standard of personal integrity, and an appreciation of risks and commitment to security and confidentiality of IP (Intellectual Property), PII (Personal Identifiable Information) and sensitive data. o Confident in leading project teams and running meetings. o Have experience in creating user stories and the management of a development back log o Have a desire to understand the detail and the why. o Experience in the software Development life cycle, and Agile methodology; and how it impacts on delivering of usable software to our customers. o Use varied techniques for modelling and capturing business requirements. o Able to effectively document requirements in a format and at a level different project stakeholders understand. o Be the champion of the business requirements during the development life cycle. o Comprehensive understanding of our applications for the user and project team. o Displays initiative to continuously improve. o High attention to detail and accuracy. o Enjoy working as a team member as well as independently. o Efficient time management skills.
<p>REQUIREMENTS:</p>	<p>A valid New Zealand Drivers licence will be an advantage.</p> <p>Must be eligible to work in New Zealand, and agree to a Ministry of Justice background check, New Zealand Transport agency traffic infringement check, and UK Security check and the possibility of a credit check.</p> <p>You will have a relevant tertiary qualification</p>

KEY RESPONSIBILITIES	DELIVERABLES / OUTCOMES
1.0 Core BA work	1.1 <u>Story Development</u> <ul style="list-style-type: none"> o Work with key stake holders to develop workable stories to build the back log for projects o Own the story. Ensure that each story is true to its meaning through-out the development life cycle o Show the ability to guide and mentor other members of the team through technical solutions o Take ownership of the end-to-end development process from a BA perspective o Be versatile in the approach to developing the solutions for our customers. o Be a strong problem solver, assisting other team members where applicable o Assist the Lead BA in mentoring other members of the team
2.0 Project Work	2.1 <u>Back Log management</u> <ul style="list-style-type: none"> o Own the back log for projects you are assigned to o Ensure that all stories have agreed acceptance criteria o Make sure the back log is sized and agreed to a n+2 level. o Champion the upkeep and manitence of the back log 2.2 <u>Project meetings</u> <ul style="list-style-type: none"> o Own the meeting process for each project o Run daily sprints o Ensure sprint planning meeting occurs and is well run o Be the owner of the sizing process o Attend and contribute to project retrospectives 2.3 <u>Sizing meetings</u> <ul style="list-style-type: none"> o Run ad-hoc sizing meetings that are used to create Order of Magnitude (OoM) costings to our customers o Ensure that the OoM recording process is kept up to date.
3.0 Live our Values	3.1 Know and Demonstrate Aspeq's values. <ul style="list-style-type: none"> o Brave, o United, o Smart, o People People
4.0 Other	4.1 Any other activities as directed in line with the nature and scope of the role.

At Aspeq, we recognise and appreciate that diversity, inclusion and accessibility is valuable to our business. We embrace the unique perspective and capabilities of our current and future employees, which will help us continue to drive innovation and achieve our business goals. Our culture enables us to create an environment of involvement, respect and connection to benefit individual employees and all our clients across the world

Why do we exist?

Our Purpose

To **help** people know and trust that they will be safe

Our Promise

To **provide** best-practice assessment, accreditation and licensing services

Our Objective

To **create** a globally recognized organisation for delivering customer and commercial excellence in assessment

What do we do?

Aspeq provide best-practice assessment and accreditation services to authorities and regulators

Our services are robust, secure and internationally recognised – our customers know they can trust us

Our products include highly-specific content delivered via digital platforms that are always evolving and being invested in.

Our people are highly experienced, respected and trusted for their expertise

What's our way?

We're Brave

We punch above our weight. We operate in a global market that relies on highly specific knowledge and expertise

We're People People

While we focus on technical solutions, people really matter. We respect our customers and what they are trying to achieve. We respect our people, fostering an ethos of recognition, achievement, and growth.

We're United

We work together and succeed as a team. We also work to understand our customers' needs and collaborate with them to achieve better outcomes.

We're Smart

We're excited by challenges and are proactive problem solvers. We're constantly investing in and developing flexible solutions for our customers and like to be a step ahead.

We're brave, united, smart, people people.

aspeq
beyond
question