

POSITION DESCRIPTION

POSITION TITLE:	Senior Business Analyst – Fixed Term
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"> ○ Head of Client Services and team ○ Head of Product and team ○ Wider Aspeq team ○ Project Control Group (PCG) ○ Project managers ○ Product owners <p><u>External</u></p> <ul style="list-style-type: none"> ○ Clients
KEY PURPOSE:	<p>Business analysts are key to the success of our projects, this fixed term role is to complete a full review and needs analysis of one of our cornerstone applications. This will allow development of a comprehensive proposal for board consideration and define the applications roadmap. As part of this review and needs analysis, you will be required to:</p> <ul style="list-style-type: none"> ○ Use elicitation techniques to understand and translate customers technical and non-technical requirements into a language and formats understood to various stakeholders. ○ Facilitate sizing workshops to assist in costing and timeline estimations. ○ Write and present papers at an executive level.
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 required to:</p> <ul style="list-style-type: none"> ○ Communicate between Internal customers, project team members, the Product team and other staff from other areas within the company. ○ Championing Aspeq's values and culture within the Business Analyst and Client Services team. Assist the Lead Business Analyst to ensure the Business analyst team operates

	<p>effectively and reliably on projects, with internal and external customers, and the ICT team.</p> <ul style="list-style-type: none"> ○ Be an engaged and active with a strong team focus, Versatility is highly regarded. You will become an expert in all Aspeq applications and own the requirements for the customer and project teams. ○ 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.
KEY ATTRIBUTES/ COMPETENCIES/ QUALIFICATIONS:	<ul style="list-style-type: none"> ○ 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. ○ Modelling expected behaviours. ○ Strong communication, and people management skills. ○ Have a desire to understand the detail and the why. ○ Experience in the software Development life cycle, and Agile methodology; and how it impacts on delivering of usable software to our customers. ○ Use varied techniques for modelling and capturing business requirements. Enabling effective documentation of requirements. ○ Be the champion of the business requirements. ○ High attention to detail and accuracy and efficient time management skills.
REQUIREMENTS:	<p>The ideal person will have the following attributes/experience:</p> <ul style="list-style-type: none"> ○ Work well with people, demonstrating excellent interpersonal and open communication skills. ○ Be able to plan and be efficient in managing and prioritising a busy workload with good attention to detail. ○ Be able to delegate effectively to build trust and empower the team to work collaboratively. ○ Minimum 5 years Business Analysis experience ○ Experience in completing application review and needs analysis with a view of both technical and non-technical. ○ Experience in writing paper and presenting papers at an executive level. ○ Have an understanding of public cloud application work. <p>Must be eligible to work in New Zealand, and agree to a Ministry of Justice background check and the possibility of a credit check. You will have a relevant tertiary qualification</p>

KEY RESPONSIBILITIES	ACTIONS / OUTCOMES
1.0 Information Gathering	1.1 <u>Story Development</u> <ul style="list-style-type: none"> ○ Understand and review how the application currently works ○ Lead elicitation with key stake holders to develop workable stories to build the back log and road map for the needs of the application. ○ Own the story. Ensure that each story is true to its meaning.

KEY RESPONSIBILITIES	ACTIONS / OUTCOMES
	<ul style="list-style-type: none"> ○ Show the ability to guide and mentor other members of the team through technical solutions. ○ Be versatile in the approach to developing the solutions for our customers. ○ Be a strong problem solver, assisting other team members where applicable
2.0 Projects	2.1 <u>Work as a member of a team on projects</u> <ul style="list-style-type: none"> ○ Participate strongly in project work such as sizing, sprint planning and retrospectives ○ Strongly participate in the development of the project delivery timelines in conjunction with the project manager, by leading sizing sessions and providing outputs to the project manager. ○ Be an active contributor to project interactions such as stand ups and sprint planning ○ Keep up to date on project performance. ○ Take ownership of the paper detailing what the next iteration of the application is, including presenting findings and recommendations to key stakeholders.
3.0 Mentorship	3.1 Demonstrate effective collaboration to achieve quality outcomes. 3.2 Assist Lead BA to deliver agreed Company goals as per the business plans. 3.3 Display outstanding self-leadership.
4.0 Live our Values	4.1 <u>Know and Demonstrate Aspeq's values.</u> <ul style="list-style-type: none"> ○ Brave, ○ United, ○ Smart, ○ People People
5.0 Other	5.1 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