

# Business Analyst Lead

## WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to' for everyone connected to our land. We're always backing Kiwis – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

## OUR VALUES – NGĀ UARATANGA

### Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

### Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

### See it through - whakamaua kia tīna

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

## POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	General Manager - Transformation
Your Team – To tīma:	ePMO
Direct reports - Kaimahi:	Yes (8)

The Business Analyst Lead plays a key leadership role within the ePMO, driving strategic transformation initiatives across the business. The role leads a high-performing Business Analysis team and provides hands-on support for critical projects. This includes eliciting, defining, and documenting business requirements, as well as guiding project teams to deliver impactful transformation outcomes. The team leverages the Process and Value Chain Framework to clearly map current (As-Is) and future (To-Be) states and establish ongoing performance measures.

A core responsibility of this role is the development and growth of the Business Analysis team, providing guidance, mentoring, and professional coaching on tools, techniques, and methodologies.

## KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

### **Safety and wellbeing - Haumarutanga**

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

### **General – Whānuitanga**

#### **Leadership Responsibilities**

- Lead, coach, and mentor the Business Analysis team, ensuring capability development, high-quality outputs, and strong engagement.
- Manage team performance, resource planning, recruitment, training, and professional development.
- Assign and prioritise team workloads, ensuring timely delivery and managing work escalations.
- Foster a culture of continuous improvement and innovative thinking.
- Support the General Manager - Transformation with strategic planning and budgeting processes.
- Manage the recruitment and performance of contract resources and ensure the seamless transition of deliverables.

#### **Business Analysis Leadership**

- Lead the application of Business Analysis practices and methodologies.
- Facilitate the delivery of business transformation initiatives by defining business requirements, analysing change impacts, and engaging stakeholders.
- Develop and maintain the Process and Value Chain Framework.
- Ensure alignment of business processes and practices across the organisation.
- Build and maintain strong relationships with internal and external stakeholders to ensure collaborative outcomes.

Perform any other duties reasonably requested by the General Manager – Transformation

### **Professional Development - Whakawhanaketanga**

Continue to develop personally and professionally by:

- Maintain regular contact with your manager to discuss progress and performance, seek feedback, and address development areas.
- Engage actively with Farmlands' performance development process, including recording progress and setting goals.
- Demonstrate a positive attitude and act as a leader in supporting change initiatives.
- Ensure completion of all required training in a timely manner.

## WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

### Experience - Āu tautōhitotanga

- 10+ years of experience in business analysis and project delivery.
- Proven leadership experience managing teams and performance.
- Experience across Retail, Sales, and Supply Chain business areas.
- Exposure to project and change management methodologies (preferred).

### Qualifications – Āu tohu mātauranga

- Tertiary-level qualification in IT or business.

### Knowledge & Skills – Āu mōhiotanga

- Strong knowledge of Business Analysis and Process Modelling concepts, tools, and techniques.
- Experience with measuring operational and process efficiencies.
- Working knowledge of Project Management principles.
- Proficiency in agile delivery and analysis methods.
- Excellent communicator with proven workshop facilitation and senior stakeholder management skills.
- Skilled in coaching and mentoring.
- Competency in Microsoft Office Suite, Visio, and process modelling tools.
- Strong capability in requirements gathering and documentation.

### Personal Attributes – Ōu āhuatanga

- Outcome-focused, pragmatic, and results-driven.
- Strong attention to detail and commitment to accuracy.
- Adaptable and thrives in a fast-paced environment.
- Analytical thinker with the ability to translate complex data into actionable insights.
- Self-motivated, with the ability to work independently and collaboratively.
- Creative, innovative, and solution-oriented.
- Demonstrates integrity, discretion, and resilience.
- Comfortable navigating ambiguity and driving clarity.
- Strong influencing and relationship-building skills.

# EVERYDAY LEADERSHIP BEHAVIOURS

WE'RE OUT  
HERE TOO.

Farmlands

## THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

### Create

#### Create Clarity

**Understand the bigger picture** – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

**Have a plan** – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

**Clarify the 'why'** – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

### Connect

#### Build Connections

**Forge connections** – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

**Create purpose and belonging** – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

**Take people with you** – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

### Deliver

#### Deliver Results

**Create structure** – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

**Think and act like an owner** – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

**Insights driven** – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

### Grow

#### Grow Self, Grow Others

**Have a growth mindset** – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

**Develop capability** – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

**Get out of the way** – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

## HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

Create	Connect	Deliver	Grow
Create Clarity	Build Connections	Deliver Results	Grow Self, Grow Others
<p><i>By understanding your role and how it contributes to the bigger picture you will make the right decisions.</i></p> <p><b>Align with the bigger picture</b></p> <ul style="list-style-type: none"> <li>Work is directly aligned with our vision, strategy and plans.</li> <li>Know what's expected and how to deliver.</li> </ul> <p><b>Have a plan</b></p> <ul style="list-style-type: none"> <li>Have a vision and course of action that's aligned to our strategy.</li> <li>Help others understand how they fit in.</li> </ul> <p><b>Clarify the 'why'</b></p> <ul style="list-style-type: none"> <li>Understand and make it clear how activities and decisions benefit the customer and the co-operative.</li> </ul>	<p><i>You have strong relationships with your team and the people you work alongside to achieve success in your role.</i></p> <p><b>Forge connections</b></p> <ul style="list-style-type: none"> <li>Create strong relationships with others.</li> </ul> <p><b>Create purpose and belonging</b></p> <ul style="list-style-type: none"> <li>You and your team are united around a common goal.</li> <li>Promote diversity and allow others to express themselves.</li> </ul> <p><b>Take people with you</b></p> <ul style="list-style-type: none"> <li>Inspire people through your energy, commitment and enthusiasm.</li> <li>Consider information from a range of sources in decision making.</li> </ul>	<p><i>You deliver to the expectations of your role.</i></p> <p><b>Create structure</b></p> <ul style="list-style-type: none"> <li>Plan and create structure to get things done.</li> <li>Be agile and look to work in new ways.</li> </ul> <p><b>Enable performance</b></p> <ul style="list-style-type: none"> <li>Take responsibility for your performance and deliver to a high standard.</li> </ul> <p><b>Think about the business</b></p> <ul style="list-style-type: none"> <li>Think and make decisions with a commercial lens.</li> <li>Seek new information focused on building a stronger Farmlands.</li> </ul>	<p><i>Being agile and resilient, listening and responding to feedback, and putting in the effort.</i></p> <p><b>Apply a growth mindset</b></p> <ul style="list-style-type: none"> <li>Be agile, persist through challenges and learn from feedback.</li> <li>Actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability</b></p> <ul style="list-style-type: none"> <li>Coach others to build capability and achieve their potential.</li> <li>Know and support others to take ownership of their development.</li> </ul> <p><b>Get out of the way</b></p> <ul style="list-style-type: none"> <li>Empower others by creating space for them to do their best work.</li> <li>Make it safe for others to try new things and learn from mistakes.</li> </ul>

## HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD OTHERS)

Create	Connect	Deliver	Grow
Create Clarity	Build Connections	Deliver Results	Grow Self, Grow Others
<p><i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i></p> <p><b>Understand the bigger picture</b></p> <ul style="list-style-type: none"> <li>Understand our vision, strategy and plans.</li> <li>Know what's expected of you and how you should deliver this.</li> </ul> <p><b>Have a plan</b></p> <ul style="list-style-type: none"> <li>Establish a vision and course of action that's aligned to our strategy.</li> <li>Help others understand their contribution to our vision and strategy.</li> </ul> <p><b>Clarify the 'why'</b></p> <ul style="list-style-type: none"> <li>Make it clear how activities and decisions benefit the customer and the co-operative.</li> <li>Provide further context where required to overcome resistance.</li> </ul>	<p><i>This is about the relationships you create with your team and the teams you work closely with.</i></p> <p><b>Forge connections</b></p> <ul style="list-style-type: none"> <li>Create strong relationships with your team and others who have an influence on your work.</li> </ul> <p><b>Create purpose and belonging</b></p> <ul style="list-style-type: none"> <li>Create meaning for your team by uniting them around a common goal.</li> <li>Authentic and promote diversity.</li> </ul> <p><b>Take people with you</b></p> <ul style="list-style-type: none"> <li>Inspire others through your energy, commitment and enthusiasm.</li> <li>Lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</li> </ul>	<p><i>This is about achieving results through others.</i></p> <p><b>Create structure</b></p> <ul style="list-style-type: none"> <li>Plan and create structure to get things done.</li> <li>Agile and look to work and lead your team in new ways.</li> </ul> <p><b>Think and act like an owner</b></p> <ul style="list-style-type: none"> <li>Take responsibility for your performance and delivering to a high standard</li> <li>Set clear expectations for every team member and hold them to account.</li> </ul> <p><b>Insights driven</b></p> <ul style="list-style-type: none"> <li>make decisions with a commercial lens and seek new information to generate ideas.</li> <li>innovate, disrupt and challenge the norm.</li> <li>focus on building a stronger Farmlands.</li> </ul>	<p><i>Growth is how we make ourselves, our teams and our co-operative better.</i></p> <p><b>Have a growth mindset</b></p> <ul style="list-style-type: none"> <li>Embrace the new and lead with agility.</li> <li>Actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability</b></p> <ul style="list-style-type: none"> <li>Coach others to build capability and achieve their potential.</li> <li>Know your team and support and empower them to learn, grow and develop.</li> </ul> <p><b>Get out of the way</b></p> <ul style="list-style-type: none"> <li>Empower others by delegating and creating space for them to do their best work.</li> <li>Make it safe for others to try new things and learn from mistakes.</li> </ul>