

Business Analyst

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 Kiwi's – 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:	Business Analyst Manager
Your Team – To tīma:	Innovation & Digital
Direct reports - Kaimahi:	None

The Business Analyst works with stakeholders from across Farmlands and also other third parties to define and document existing and new business processes; to elicit, define, and document business and non-functional requirements; to analyse, define and document tangible and intangible benefits; and to provide input and direction to project teams delivering business and Technology change.

The role works in conjunction with the wider Technology teams to facilitate the delivery of the organisational benefit through technology and business change delivery. The role will also contribute to the ongoing improvement of how Technology and business change is delivered, with a specific focus on business analysis 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

- Process information gathering, process mapping, analysis and design, and documentation, encompassing both current state (as-is) and future state (to-be) processes.
- Work instruction analysis, design and documentation, encompassing both current state (as-is) and future state (to-be) processes.
- Business information gathering, analysis, and requirements elicitation, definition and documentation.
- Analysis, definition, documentation and ongoing maintenance of benefits, encompassing both tangible and intangible benefits.
- Identification, planning and estimation of business analysis related activities.
- Identification and documentation of impacts of change to relevant roles and responsibilities.
- Identification of issues and risks related to as-is and to-be states as well as to changes being proposed/made.
- Input into the development of test plans and test scripts to support the testing of new solutions and changes to existing systems.
- Definition, development and delivery of training to support process uptake, as well as liaison with the designated subject matter expert(s) for the area / system to define the communication and training requirements for new processes or process changes.
- Collaboration with the wider Technology team, subject matter experts and others to support the definition of the technical vision for a solution and to analyse trade-offs between stated requirements, technology limitations, usability and performance needs.
- On-going maintenance of process maps and business analysis collateral as appropriate.
- Planning, management and conducting stakeholder forums, workshops and other face-to-face and remote engagements as required.
- The use of document analysis, surveys, site visits, use cases, scenarios, task and workflow analysis and any other analysis techniques as appropriate.
- Proactive communication and collaboration with internal customers.
- Critical evaluation of information gathered, reconciliation of conflicts, decomposition of high-level information into details, driving and challenging business units on assumptions and distinguishing user requests from underlying, true needs.
- Writing and delivery of artefacts in accordance with the established Farmlands methodology, templates and standards (Artefacts include functional and non-functional requirements, use cases, data models, gap analyses, and requirements traceability matrices, amongst others).
- Analysis, identification and articulation of issues relating to process and the translation thereof into business requirements.
- Attendance at assigned project meetings to ensure the appropriate communication of progress, as well as the participation in peer review sessions.
- Adherence to relevant Farmlands Methodology(s), Framework(s) and Standards.

- Facilitation of the implementation of new processes and changes to existing processes

Professional

Development -

Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- Significant experience as a business analyst and / or process analyst in a software development or related area.
- Exposure to Project Management and related project methodologies.
- Experience in presenting concepts to varied audiences.
- Experience with use case and data modelling.
- Experience with agile delivery and analysis methods.

Qualifications – Āu tohu mātauranga

- Tertiary-level qualification in Technology or business.

Knowledge – Āu mōhiotanga

- Good working knowledge of the System Development Lifecycle (SDLC).
- Knowledge of Business Analysis concepts, methodologies, tools and techniques.
- Knowledge of Process Modelling concepts, methodologies, tools and techniques.

Skills – Āu pūkenga

- Competency in the use of Microsoft productivity applications.
- Intermediate level use of Microsoft Visio.
- Use of process modelling tools.
- Requirements gathering and documentation.
- Excellent stakeholder management and interpersonal skills

Personal Attributes – Ōu āhuatanga

- Ability to work to deadlines and maintain focus on commitments
- Demonstrates openness, enthusiasm and engagement
- Commitment to high standards of excellence and high personal integrity
- High level of independence and initiative while working effectively as part of a team
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- Creativity, innovation and the ability to think 'out-of-the-box' in problem solving
- Integrity, discretion and resilience
- Commitment to business goals and culture
- Ability to translate highly technical information into practical, everyday terminology
- Analytical and creative-capable of flexing solutions to changing demands: anticipating the regional, divisional impact