



## POSITION DESCRIPTION FORM

File No: PDF-F0405011

### POSITION IDENTIFICATION

Title:	Business Analyst - ERP	Level:	Level 8
Service Unit:	Information Services	Award:	Local Government Industry Award 2020 as an Industrial Agreement
Directorate:	Corporate & Governance Services	Date Effective:	6 June 2024
Reporting to:	ERP Project Manager	Date Last Reviewed:	6 June 2024

### PURPOSE OF POSITION

- The Shire of Dardanup is seeking an experienced Business Analyst to join our Business Solutions team for a 12-month fixed term ERP implementation contract.
- The role will help realise the Shires objectives as a key member of the ERP project team, working collaboratively with the ERP Project Manager, software vendors, Subject Matter Experts (SME's) and other internal stakeholders.
- This position will be responsible for key components of the implementation of multiple ERP software modules across the Shire of Dardanup organisation, namely core Finance, Payroll and Rating software modules that will be provisioned using Dynamics 365 Business Central and other software.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- The Business Analyst role is responsible for the review and analysis of software functions and workflows, working to develop and promote effective applications of and subsequent adoption of new ERP software systems.
- Provide Shire systems advocacy and technical engagement to support the Project Manager and Users with Change & Support Requests, to review incoming requests and independently work towards an appropriate and timely resolution of same.
- Be proactive to document, raise and solve Business Systems requirements and issues. Support the Project Manager to prepare required presentations and periodic reports. Collaborate to ensure timely implementation of software and process milestones.
- Experience of creating business requirements documents, functional specifications, use cases, Non-functional Requirements, Current State Analysis, Gap Analysis, Impact Analysis, User Stories, Process Flow Diagrams, Data Flow Diagrams.
- Experience to analyse and optimise the inter-relationships between business processes, procedures, systems, interfaces and organisational structures.
- Establish enterprise Data Migration and API Integration needs, supported by colleagues within the existing Business Solutions team. Contribute to the specification and development of required custom solutions.
- An experienced Business applications expert, you will be effective to take a lead role in the solution design, definition, build, configuration and verification of new and replacement software systems and process.
- Experience in Data Analysis, Testing and Validation to collaborate with the broader project team to develop test cases based on requirements.

**SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES**

- Experience in providing user education, training and technical advice on the effective use of business systems and functions.
- Play a key role in Developing UAT & Acceptance criteria, working with business units to advance blueprinting, solution design, implementation, and functional testing.
- Deliver documentation for a variety of needs including Solution Design, Training and Skills Transfer.
- Perform any other duties as directed by the line supervisor / manager.

**ORGANISATIONAL RELATIONSHIPS**

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Software vendors, Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

**POSITION DIMENSIONS**

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

**EXTENT OF AUTHORITY**

This position operates under the general direction of the ERP Project Manager within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

**CORPORATE ACCOUNTABILITIES**

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.

## CORPORATE ACCOUNTABILITIES

- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and the Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



## SELECTION CRITERIA

Essential:	<ol style="list-style-type: none"> <li>1. Qualification in Computer Science , Business Analysis or related discipline</li> <li>2. 3 years of experience in Business Systems/ ERP Implementation</li> <li>3. Relevant prior experience within a Financial / Systems environment</li> </ol>
Desirable:	<ol style="list-style-type: none"> <li>1. Relevance prior experience within a Local Government</li> <li>2. Hands-on experience in Microsoft Dynamics 365 (Business Central).</li> <li>3. Experience of Agile/Waterfall/Scrum project methodologies</li> </ol>