

Position Description

Business Analyst

Date: February 2012

Role – Purpose and Scope

The role is a Business Analyst role within the Software team in Medtech Limited. This role is based at our office at Auckland's Viaduct and reports to the Chief Technical Officer who is based in the Melbourne office.

The purpose of the role is to provide functional and technical analysis particularly for user interface and the development and maintenance of functional and technical specifications for product releases.

Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will be commensurate with experience.

Key Result Areas

Key Result Areas or KRAs are the main functional tasks of the role on which your performance will be measured or assessed every six months.

1. Business Analysis

Key Responsibilities	Outcome	Performance Measure
Understand customer's organisation direction, structure and requirements including technical design specifications	Customer needs analyses are accurately and comprehensively prepared	Requirements documentation
Gather, organise and analyze required information and data	Information and data are collected and follow standard project methodologies	Requirements documentation and feedback from CTO
Prepare requirements, specifications, business processes and recommendations	Business documents are prepared accurately and in accordance with project requirements and SDLC	Functional and Technical design specifications, requirements documents and feedback from CTO
Identify and document system deficiencies and recommend solutions	Errors and/or anomalies are identified and appropriate solutions recommended	Feedback from software team and CTO
Confer with customer regarding the nature of the information processing or computation needs a	Customer is accurately informed regarding functional and technical document specifications	Feedback from Customer and CTO

software program is to address		
Prepare and maintain user interface layer specifications	Interface specifications are accurately maintained and prepared in a timely fashion	Interface specifications
Develop, document and revise system design procedures, test procedures and quality standards	System design/test procedures and quality standards are prepared accurately and in a timely fashion	Procedures and quality documents
Consult with software team and Client Delivery Manager to ensure agreement on system principles	Feedback and comments are regularly sought to ensure system principles are adhered to	Feedback from software team and CTO
Confer with other software colleagues when required for business document preparation	Appropriately and accurately receives feedback and comments from colleagues and applies to documentation	FDS, TDS and requirements documentation; and feedback from CTO
Keep up-to-date technically and apply new knowledge to preparation of business and specification documents	Actively seeks to keep self informed by way of ongoing education and/or training	Feedback from CTO

2. Projects or other duties

Objective – To carry out other duties which may reasonably be required by the Chief Technical Officer or Chief Operating Officer from time to time in the course of Medtech’s business and which fit the role’s purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

3. Health and safety

Objective: To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Medtech Group’s safe work policies and procedures, and report hazards or accidents via health and safety registers as appropriate	Is familiar with health and safety policy of Medtech. Understands hazard identification and accident reporting protocols	Health and safety records, hazard and accident registers
Take responsibility for your own	Acts responsibly and	Accident/incident register

health and safety and ensure no action or inaction on your own part harms others in the workplace.	follows Company policy and procedures for health and safety.	and hazard register.

Person Specification

Part of what makes Medtech as successful as it is, are the highly motivated people who work here. An inspiration to your colleagues, you are a motivated business analyst with a proven record of success in the healthcare technology sector. With a committed motivation to getting things done, you always place Medtech's customers at the centre of everything you do.

Technical or Professional Knowledge and Experience

A minimum of 4+ years in the IT sector, with ideally a tertiary qualification in computer science or information technology. Demonstrable experience within a similar role or previous experience in a software development/programming environment including an understanding of the Software Development Life Cycle, is essential

Demonstrable knowledge of computer software including applications and programming involved with software production methods; previous work experience with Microsoft technologies including MS .NET, Delphi, SQL, MS Project and Visio is essential.

Knowledge of design techniques, tools and principles involved in business specifications including communication and dissemination techniques and methods. This includes alternative ways to inform/communicate via written, oral, and visual media.

Previous experience and/or knowledge of the principles and processes for providing customer and personal services. This includes capturing customer requirements for software projects and managing customer relationship and expectations.

Skills and Abilities

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviours describe how someone does the job, whilst KRAs describe what is to be done.

Operations Analysis — Analyzing needs and product requirements to create a design.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Service Orientation — Actively looking for ways to help people.