

**APPENDIX ONE:**  
Job Description



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POSITION TITLE:	Business Analyst
LOCATION:	Enterprise Project Management Office (EPMO), Tauranga
REPORTS TO:	Lead Business Analyst

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## POSITION SUMMARY

The Business Analyst role is located within the Craigs Investment Partners (CIP) Enterprise Project Management Office. The role's primary focus is to:

- Engage with stakeholders and drive a highly collaborative approach to project delivery.
- Facilitate discussion, collect and document business requirements.
- Investigate, analyse and recommend suitable business solutions for the business to consider.
- Champion a best practice approach to business analysis and project delivery.
- Assist in the execution of change management strategies.
- Lead small business change projects from concept through to operational handover and review as required.

The role will be key in the delivery of critical change initiatives across the organisation which allow CIP to achieve its 2025 vision.

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## KEY RESPONSIBILITIES

### COLLABORATION

- Engage with stakeholders and drive a highly collaborative approach to project delivery.
- Facilitate stakeholder discussions required to drive common understanding and acceptance of project vision.
- Collaborate and engage with other project team members to drive successful project delivery.
- Work closely with stakeholders to ensure sufficient input is given from all relevant parties and requirements are well understood.
- Maintain a strategic focus, provide delivery optimisation recommendations to management and ensure solutions maintain alignment to enterprise strategic goals.

### BUSINESS ANALYSIS

- Collect and document business drivers, vision, objectives and requirements.
- Elicitation, specification and validation of business requirements.
- Investigate, analyse and recommend suitable business solutions for the business to consider.
- Identification of business impacts to understand influence of change.
- Review, and edit specifications, business processes and solution proposals drafted by vendors.

- Identify key stakeholders, draw out and challenge business requirements.
- Design and draft current and future process and information flows.
- Design and develop business process controls.

## CAPABILITY & DEVELOPMENT

- Champion a best practice approach to business analysis and project delivery.
- Use fit for purpose business analysis and project delivery methodologies.
- Maintain business acumen and awareness of desired outcomes.
- Actively contribute to the CIP project management framework and business analyst toolset.
- Maintain commercial and industry awareness relevant to this role.

## PROJECT DELIVERY

- Lead small business change projects from concept through to operational handover and review as required.
- Work as part of larger project teams to lead major projects through to successful conclusion and the delivery of business improvements.
- Perform basic change management functions and assist in the execution of change management strategies.
- Manage solution release cycles including scheduling, scope and cost.
- Perform testing and solution quality assurance as required.
- Work across multiple projects and assist in coordination of delivery activities to achieve high level goals.
- Other tasks as required by management including filling in for other project resource types as required.

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations and CIP procedures and policies.
- Maintain a high level of competence with CIP systems.
- Maintain the core competencies as set down by the firm from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- Any other tasks as requested by your manager.

## PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in either Finance, Business or Administration (desirable)</li> <li>• Relevant work experience in Financial Services (desirable)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• 5+ years' experience delivering complex multifaceted business change</li> <li>• Experience working across multiple projects with complex dependencies</li> <li>• Reasonable level of industry knowledge in financial services</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Sound understanding of, and flexibility to work to various common project management methodologies</li> <li>• Competent in common business analysis toolsets</li> <li>• Ability to identify and manage project risks</li> <li>• Ability to perform impact assessment of various change types</li> <li>• Ability to identify testing requirements and recognise the quality of testing undertaken</li> <li>• Understanding of project management concepts including change, dependency and risk management</li> <li>• Strong scope and solution management, ability to translate high level business requirements into project scope and to challenge business requirements to drive efficient delivery</li> <li>• Excellent time management and organisational skills</li> <li>• Excellent communication skills, with the ability to communicate effectively at all levels of the business. Ability summarise management level information.</li> <li>• Strong analytical skills</li> <li>• High level of commercial acumen</li> <li>• Ability to work well under pressure</li> <li>• Problem solving skills</li> <li>• High level of accuracy and attention to detail</li> <li>• A proven ability to plan and prioritize workloads to deliver results</li> <li>• Honest &amp; trust worthy, in keeping with CIP values.</li> </ul>