Role Overview – IT Business Analyst

The Anglican Schools Corporation caters for the academic, spiritual, and pastoral needs of over 16,000 students in NSW, ranging in age from four to eighteen years. Through its schools, the Corporation provides high quality education delivered in a nurturing, caring, Christian environment.

This position is responsible for driving the delivery of scheduled IT initiatives within schools and Group Office and is focused on facilitating collaboration between key stakeholders, IT teams and external vendors. The role is focused on facilitating the take up of IT initiatives across the organisation to support the Corporation's objectives.

This role is instrumental in deploying signature IT projects while getting alongside our key stakeholders to help them understand how to use the new systems and embed them within their normal operations. This position will ensure that the systems are fit for purpose, smoothly deployed, well documented, and confidently used by people across the organisation. This role will require someone with strong project and organisational change management techniques to ensure a smoother uptake of new systems, and a higher confidence at both schools and in Group Office of our IT systems.

Key Responsibilities

- Work closely with key stakeholders across the organisation to gather, validate and document business requirements.
- Identifying issues and risks of existing and proposed solutions and highlight the related business impacts.
- Identify opportunities for technology and process improvements.
- Prioritise initiatives based on business needs and requirements.
- Support the organisation to transition smoothly through IT changes.
- Support and coordinate the testing and training of solutions.
- Lead project planning sessions.
- Coordinate internal and external vendor resources.
- Manage and report on project progress and ensure deadlines are met.
- Create clear and concise business communications.
- Build strong relationships with both key staff at schools & Group Office.
- Provide input, document requirements, and support the design and delivery of training programs.
- Develop a structured methodology for IT change management activities.
- Integrate change management activities into project plan
- Define and measure success metrics and monitor change progress.

The successful candidate will have:
- A passion for driving IT initiatives, with experience working in a similar role in a medium to large enterprise.
- Have strong written and spoken communication skills, with the ability to describe technical concepts simply to non-technical people.
- Strong project and organisational change management experience in an IT environment.
- Excellent stakeholder management skills.

Applications

Applications addressing the above criteria are invited from committed Christians who should email a covering letter and CV, which will include the names and contact details of two professional referees and current Church Minister.

General enquiries and applications can be emailed to recruitment@tasc.nsw.edu.au.

Should you wish to discuss the role in more detail, Mr Matt Brennan, Team Leader Applications can be contacted on (02) 8567 4000.