	POSITION TITLE	Business Systems Analyst		
HAWKE'S BAY District Health Board	DIRECTORATE Digital Enablement DEPARTMENT Digital Enabler	Digital Enablement		
wnakawateana	REPORTINGTO	Business Systems Analyst Team Leader		
PURPOSE OF THE POSITION	 develop, pl Design bus practice wh Review, dei information Overall resp current bus solutions. Promote ar Identify / p meet busin 	an and deliver information sy iness processes that are cons nich enables the efficient use fine and document the DHB's n systems requirements. ponsibility for working with ke siness processes and assist wi	stem requirements. istent with HBDHB poli of HBDHB's business sy business processes, pr ey customers and collect th developing improve egional systems / devel rovements, and inform upport patient-centred	vstems. Focedures, data models and agues to define and document ments and innovative opments and improvements. ation system solutions to care.
KEY DELIVERABLES	 Develop and rr information sys requirements. Develop and material Work collaborat Lead current and Develop easy t business and sys Including Critical identifi User st Key deg Inter-date Ensure standard aligns with prior Act as a conduit (SDLC). Facilitate User A Demonstrate a 	stems, their functionality, pro- aintain comprehensive knowl ively with internal and externa d future process review and ga o comprehend documentatio stem processes so projects can workflow analysis – both cu ed during analysis ories both high level and detail pendencies pertaining to workf pendencies pertaining to poter ependencies with other system dised business process metho	standing of the organ ocessing needs, proced edge of the business' r I stakeholders. p analysis with stakehol- n/artefacts to facilitate make informed decision rrent and future includ ed level flow or process atial new policies or proc as or services odology is adhered to an nolders across the Servi	hisation's existing and future lures and service and support heeds and operations. ders. e clear understanding of both his about these processes. ding key risks and issues cedures hid workload is planned and ice Delivery Lifecycle
HEALTH & SAFETY RESPONSIBILITIES	 volunteers and pat Takes reasonabl Ensures that you Complies with reasonable 	ed to maintaining and promotin ients. In this role, your duties a le care of your own health and ur actions or omissions, do not easonable instructions given by h health and safety policies or	re: safety adversely affect the hea / HBDHB	f all its staff, contractors, alth and safety of other persons

KEY WORKING RELATIONSHIPS	 INTERNAL Project Delivery Teams Business Stakeholders Chief Medical and Dental Officer Executive Directors Senior Managers Medical Directors and Heads of Department Patients/Consumers/Whanau Governance groups Board 	 EXTERNAL Vendor Delivery teams Vendor Account Managers Other DHBs External Subject Matter Experts Contractor resources Regional/other DHB services Ministry of Health/National Health Board
HOURS OF WORK	80 hours per fortnight	
EMPLOYMENT AGREEMENT & SALARY	As per the Individual Employment Agreement (IEA) i Grade 17	negotiated with the appointee.
DATE	September 2021	
SCOPE & COMPLEXITY	 The scope of this role is to: Establish strong relationships so as to gain a derand operational functions. Work in partnership with Digital Enablement terintegrated and effective outputs. Demonstrate an understanding of continuous of complex programmes of work 	am members and key stakeholders to deliver

ESSENTIAL CRITERIA

Qualifications

- Tertiary qualification (Bachelor) in Computer Science, Information Systems, Computer Engineering, System Analysis, Business Studies or a related field (or studying towards) or equivalent structured development in the workplace.
- University Degree or business-related Experience Needs to draw on experience of a broad nature, above that of a Subject Matter Expert.
- 2+ years demonstrated experience working with, guiding and influencing Senior Management and key stakeholders
- Proven experience (1-3years) in delivering projects involving business change in a digital environment.
- Proven experience working within an agile delivery framework, such as Scrum.

Experience - Business / Technical Skills

- Well-developed and effective communication skills, both written and verbal.
- Strong negotiation skills
- Able to collaborate effectively with a variety of diverse agencies and people.
- Attention to detail and quality assurance skills.
- Excellent business systems analysis and process mapping skills.
- Experience working in a Business Systems Analysis role with Project Management and time management skills.

Broader Attributes

- Analysis and design skills.
- An excellent understanding of programme and project methodologies.
- An excellent understanding of stakeholder management
- The ability to engage and work with Senior Management and key stakeholders
- Self-managing with initiative.
- Skills to proactively share expertise and positively influence colleagues.
- Excellent presentation and communication skills
- The skills to identify risk and provide mitigation strategies.
- Knowledge and understanding of software development lifecycle.
- Skills to learn new software and systems.
- Planning and service delivery skills.
- Customer service focus.
- Good team work ethic including the skills to work collaboratively with a variety of diverse agencies and people to achieve organisational goals.
- Numeracy. Ability to understand and interpret financial and nonfinancial information.
- Enterprise Architecture knowledge
- An excellent understanding of how information is captured, stored and analysed to provide reporting.
- Experience identifying data quality issues to improve data integrity.



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

AKINA IMPROVEMENT

Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in *partnership* across the community. This means I will work with you and your whánau on what matters to you.

TAUWHIRO CARE

Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

 Effectively Engaging with Māori Demonstrates knowledge and understanding of local Tikanga and Māori culture sufficiently to be able to respond appropriately to Māori Is visible, welcoming and accessible to Māori consumers and their whānau Demonstrates ability to apply the Treaty of Waitangi within the Service. 	
Vaccination status for role: Vaccinations as per the current employee immunisation policy including COVID-19 vaccination and annual influenza vaccination.	