

**RESERVE BANK OF NEW ZEALAND
POSITION DESCRIPTION**

POSITION TITLE:	Senior Business Analyst – 15 months fixed term
DEPARTMENT:	Data and Stasticis
TEAM:	Data Strategy
REPORTS TO:	Manager Data Strategy
JOB EVALUATION:	IT/ Band 4
DATE:	June 2020

Introduction

The Reserve Bank of New Zealand (The Bank) is New Zealand's central bank. Our vision is to be the Best central bank with a Great team. We operate with passion, integrity, innovation and inclusiveness.

Our main objective is to promote a sound and dynamic monetary and financial system and to ultimately raise New Zealand's economic wellbeing.

We undertake a range of activities to meet this objective, including:

- formulating and implementing monetary and financial policy
- licensing and prudential supervision of banks, insurers and other deposit taking firms
- supply and circulation of currency
- operating New Zealand's payments and settlement system

To support these functions we undertake world class research, we actively engage with our stakeholders to promote understanding and trust, we foster co-ordination with other regulators and our global peers, and we recruit talented achievement-focused people. We are aware of the trust placed in us as an institution and seek to lead and influence in areas where we can have a meaningful social impact such as climate change, financial inclusion and regional issues relevant to our central bank mandate.

We welcome people to the Bank from diverse backgrounds, disciplines and experience. We encourage open and inquiring minds and provide a supportive, collegial and flexible team environment. We are invested in each other's success, we are energised and resilient.

We operate in a complex and changing global landscape but are acutely conscious of our heritage and history. Our Te Ao Maori strategy and awareness is a critical lens across all our work.

We are open, always learning. We love what we do and carry out our responsibilities with pride.

Key Objectives

Reporting to the Manager Data Strategy and working closely with the ePMO, the Senior Business Analyst is responsible for working with the business to understand, determine and develop business requirements including non-functional requirements and contribute to the development of options for a future business case, project deliverables and the related documents.

Key Responsibilities

- Lead and work closely with stakeholders to elicit requirements using business analyst techniques.
- Critically analyse and evaluate information gathered from multiple sources that feed into business requirement specifications.
- Contribute to the development of business processes & requirements practice.
- Prepare project documentation including requirements analysis, process flows and training and support information, and other documentation consistent with the role to support solution assessment and delivery of the project.
- Support the project and contribute to the successful completion of the project at all stages of the project lifecycle.
- Participate in peer reviews of project lifecycle documents.
- Contribute to reporting requirements relating to the effectiveness of business analysis and project delivery.
- Any other duties as required.

Key Competencies

- Extensive experience as a Senior Business Analyst supported by practical work experience in Government or Financial Services.
- Previous experience working as part of a project team.
- An ability to effectively capture, analyse and critically evaluate information to design and document requirements.
- An understanding of project management lifecycles and business analysis best practices.
- Strong problem solving skills and a proven ability to make sound evidence based decisions.
- Proven ability to effectively translate strategy and business requirements into specifications.
- Proven experience to engage effectively with the business with the credibility to influence and drive to results.
- Strong customer service focus and an ability to influence others to achieve outcomes, build and maintain relationships and work collaboratively.
- Excellent oral and written communication skills with the ability to listen and communicate effectively with a wide range of people at all levels of the organisation.
- Excellent organisation skills, focus on quality, accuracy and attention to detail
- An ability to build relationships with colleagues and be a team player.

Capabilities

Strategic

Strategic thinking:

We make informed decisions and take considered risks, which incorporate both short and long term factors and are aligned with our Bank Strategic Plan and values. We prioritise activities and make choices which are most likely to enable the delivery of shared goals. We scan the horizon for emerging opportunities and plan current activities with the future in mind.



Critical thinking:

We understand the goals and values of the Bank, set a clear direction and help colleagues to translate strategic priorities into the delivery of specific outcomes, which are informed by evidence and insight. We build confidence and commitment in the way that we listen to the views of others, act on our plans, learn from our setbacks and celebrate our successes.



Collaborative:

We build effective working relationships with a wide range of internal and external stakeholders to shape the future through creative collaborations and teamwork. We demonstrate the impact of our contribution through regional, national and international partnerships and we work together with our diverse range of colleagues, students and partners to understand their needs and deliver excellent outcomes.



Engaging

Communicating with Impact:

We build trust and gain buy-in to shared goals through our professionalism, integrity and effective communication skills. We influence and engage others across and beyond the Bank through active two-way dialogue and by promoting a clear and targeted message which positively reflects on our Brand and reputation.



Constructive	Delivering Results: We take responsibility for delivering change efficiently and making things happen. Barriers and challenges are resolved promptly and success is celebrated. We are committed to ensuring that positive change is sustained and embedded to drive future success. We take a proactive approach to developing solutions and processes which are accessible, inclusive and user friendly.	
	Developing Others: We equip colleagues to perform to the best of their ability and realise their potential through ongoing feedback, coaching and development. We value and recognise the benefits of working with a diverse range of talented colleagues and actively seek to build inclusive teams in which all team members can thrive.	
Self-Awareness	Resilience & Adaptability: We are able to adapt to changing priorities and seek to create a positive and healthy working environment in the way that we engage with and support others.	
	Self-Awareness: We understand our individual leadership style and adapt our approach in response to the situation and the needs of others. We regularly seek feedback to increase our levels of self-awareness and are committed to undertaking development to improve our personal effectiveness.	
Innovation	Innovation & creativity: We actively seek and use feedback to drive continuous improvement. We challenge ourselves and others to be the best we can and share best practice from across our Bank and beyond. We create an environment where new ideas and creative problem solving are encouraged and acted on.	

Vision: Great Team, Best Central Bank

Purpose: To promote a sound and dynamic monetary and financial system.

Values

Integrity

Being professional and exercising sound judgement

Innovation

Actively improving what we do

Inclusion

Working together for a more effective Bank