

Position Title: Senior Business Analyst

Campus: All

Directorate: Corporate Services

Department: Finance

Reporting to: Manager – Finance Systems

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 6 (HS6)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This role will focus on documenting and mapping current-state processes within the existing ERP environment and defining future-state requirements to support the selection of a potential replacement ERP platform. The role will work closely with stakeholders across Finance, Procurement, and other Operational Teams, facilitating business-wide workshops to capture and identify functional, technical, and process gaps.

KEY ACCOUNTABILITIES

Business Requirements Analysis & Documentation

- Analyse, document, and validate complex business requirements across finance, procurement, budgeting and business operations.
- Translate business needs into clear, structured functional and technical specifications suitable for ERP evaluation and selection.
- Produce high-quality, well-structured documentation that supports informed decision-making throughout the ERP selection and gap analysis process.

Process Analysis & Future-State Design

- Understand and document current and future state end-to-end business processes using tools such as Visio.
- Identify gaps, inefficiencies, risks, and opportunities for improvement between the current ERP environment and future business requirements.
- Develop structured gap analysis documentation to clearly articulate differences and support ERP selection and strategic decisions.

Stakeholder Engagement & Collaboration

- Build strong working relationships, trust, and rapport with cross-functional stakeholders across finance and related business areas.
- Facilitate workshops and discussions to ensure business needs are clearly articulated, documented, validated, and agreed.
- Act as a key liaison between business stakeholders and technical teams to ensure alignment of requirements and outcomes.

Analytical Rigor, Quality & Delivery

- Apply strong analytical and problem-solving skills to assess complex business scenarios and system impacts.
- Demonstrate exceptional organisational skills and attention to detail, ensuring accuracy and consistency across all deliverables.
- Manage multiple priorities effectively and meet tight deadlines while maintaining a high standard of documentation and analysis.

KEY SELECTION CRITERIA

Essential

- Demonstrated ability to effectively bridge communication between technical and non-technical stakeholders, including senior leadership, ensuring clarity, alignment, and shared understanding.
- Strong process modelling capability, with proven experience mapping end-to-end business processes across complex operational environments.
- Demonstrated ability to apply process modelling as an analytical tool to identify inefficiencies, risks, and opportunities for improvement, not solely for documentation purposes.
- Proven experience conducting structured process analysis to identify gaps, inefficiencies, risks, and opportunities to support business and system improvement initiatives.
- Experience supporting ERP implementations or gap analysis activities involving platforms such as Oracle, Microsoft Dynamics 365, Epicor, or similar enterprise ERP systems.
- Proven experience working as a Business Analyst within large-scale transformation programs, including participation from the inception or discovery phase.
- Tertiary qualifications in Business, Information Systems, Information Technology, or a related discipline (highly desirable), or demonstrated equivalent experience, with a minimum of 3 to 5 years' relevant professional experience in the field.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centered approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centered care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.