	POSITION TITLE	Business Systems Analyst			
HAWKE'S BAY District Health Board	DIRECTORATE	Digital Enablement	DEPARTMENT	Business Enablement	
WHAKAWALEALIA	REPORTINGTO	Business Enablement Team Lea	ader		
PURPOSE OF THE POSITION	<ul> <li>systems.</li> <li>Ensure compliate enterprise archerter enterprise archerter enterprise archerter enterprise archerter enterprise archerter enterprise archerter enterprise enterp</li></ul>	ne and document the DHB's bu stems requirements. opose strategic process improv information needs and support of management methodology for support the delivery of the Hav	ocess, working closel siness processes, pro ements, and informa patient-centred care or business process o vke's Bay health sect	y with the business and the ocedures, data models and ation system solutions to e. change. cor vision.	
KEY DELIVERABLES	<ul> <li>Tasks (how it is ad</li> <li>Works with key and assist with a</li> <li>Aligns all work investment road</li> <li>Develop and developing and mandatory reported</li> <li>Take a lead role</li> <li>Initiate and co- others as agreet requirements.</li> <li>Develop and mathematical delivery require requirements.</li> <li>Develop and mathematical functionality, present functionality, pre</li></ul>	chieved): customers and colleagues to de developing improvements and i flow to the IS Portfolio plan dmap. document key business and u d documenting their minimum orting requirements. e as agreed/appropriate during p ordinate engagement of inform ed/appropriate, to analyse, desi naintain a thorough understar ements, functionality, process aintain a thorough understandin rocessing needs, procedures an an awareness of national an ance with the change managem rs (including customer, business telligence and operations team) onal objectives. ess processes to integrate prima easured (KPI): usiness process methodology is anned and aligns with priorities.	stomers and colleagues to define and document current business processes veloping improvements and innovative solutions. w to the IS Portfolio plan (target state Architecture) and the IS tap. ument key business and user requirements. Work with key customers in documenting their minimum data requirements and financial, clinical and ing requirements. agreed/appropriate during process review sessions with the appropriate users. dinate engagement of information analysts, business analysts, developers and appropriate, to analyse, design, develop, plan and deliver information system ntain a thorough understanding of the organisation's business and service tents, functionality, processing needs, procedures and service and support tain a thorough understanding of the organisation's information systems, their essing needs, procedures and service and support requirements. awareness of national and regional systems / developments and the with the change management process to co- ordinate change requests with including customer, business process, training, data warehouse, developers, ligence and operations team) to ensure the change is successful and aligns al objectives. processes to integrate primary and secondary care.		
	-	entation adheres to HBDHB's Er	nterprise Architectur	e standards.	

	Documents design and development requirements using standard methodology.	
	Identification and documentation of current business processes and related issues.	
	Identification and documentation of business requirements.	
	Well defined options, exploring all pros and cons, potential risks and issues.	
	Potential improvements and solutions to current issues documented and promoted.	
	Identification and documentation of potential new policies and procedures.	
	Engage key stakeholders in all analysis, design and development of solutions.	
	Systems meet organisation service delivery and reporting requirements	
	Change is implemented successfully with less re- work and all affected parties involve	
	CUSTOMER RELATIONSHIP MANAGEMENT	
	Tasks (how it is achieved):	
	<ul> <li>Establishes strong relationships with other teams to gain an understanding of their strategies, objectives and operational functions.</li> <li>Works in partnership with Information Services team members to deliver integrated and effective outputs.</li> </ul>	
	Is accountable and responsive to internal and external customers.	
	Demonstrate an understanding of continuous quality improvement.	
	How it will be measured (KPI):	
	• Demonstrates a commitment to customer service and continuous quality improvement of information, through interaction with all customers.	
	Effective management of customers and situations.	
	<ul><li>Customer Satisfaction Survey.</li><li>Positive feedback from key customers.</li></ul>	
	PROJECT MANAGEMENT	
	Tasks (how it is achieved):	
	<ul> <li>Display commitment through actively supporting all health and safety initiatives.</li> <li>Ensure all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</li> <li>Ensure own and others safety at all times.</li> <li>Comply with policies, procedures and safe systems of work.</li> <li>Report all incidents/accidents, including near misses in a timely fashion.</li> <li>Is involved in health and safety through participation and consultation</li> </ul>	
	How it will be measured (KPI):	
	Evidence of participation in health and safety activities.	
	• Demonstrates support of staff/colleagues to maintain safe systems of work.	
	• Evidence of compliance with relevant health and safety policies, procedures and event reporting.	
	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:	
HEALTH & SAFETY	Takes reasonable care of your own health and safety	
RESPONSIBILITIES	• Ensures that your actions or omissions, do not adversely affect the health and safety of other persor	
	Complies with reasonable instructions given by HBDHB	
	Co-operates with health and safety policies or procedures	

KEY WORKING RELATIONSHIPS	<ul> <li>INTERNAL</li> <li>HBDHB Employees</li> <li>Finance and Information Director</li> <li>Chief Operating Officer</li> <li>Business Process Team Leader</li> <li>Head of Build and Business Intelligend</li> <li>Head of Operate</li> <li>Enterprise Architect</li> <li>Information Services</li> <li>Information Services Governance Groce</li> <li>Planning, Informatics and Finance</li> <li>Strategic Services</li> <li>Chief Operating Officer &amp; Health Serviteam</li> <li>Public Health Team</li> <li>Executive Team</li> <li>Clinical Council</li> <li>Consumer Council</li> <li>Maori Relationship Board</li> <li>Project Management Office</li> </ul>	<ul> <li>Other Healthcare providers, primary, secondary, tertiary and non-government organisations</li> <li>Central Region Program of work</li> <li>Government Agencies</li> <li>Ministry of Health and Directorates</li> <li>Vendors and suppliers</li> <li>District Health Boards</li> <li>Regional Infrastructure Group</li> </ul>	
HOURS OF WORK	80 hours per fortnight		
EMPLOYMENT AGREEMENT & SALARY	As per the Individual Employment Agreeme	ent (IEA) negotiated with the appointee.	
DATE	February 2020		
Systems, Computer Business Studies or equivalent structure Experience - Business / Te Business systems and skills. Analysis and de Experience working in Project Management Well developed and e written and verbal. Risk Management. Th	lysis and process mapping sign abilities. n a Business Systems Analysis roll with and time management skills. effective communication skills, both ne skills to identify risk and	<image/> <section-header><section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>	
<ul> <li>provide mitigation str</li> <li>Skills to learn new sof</li> <li>Planning and service</li> <li>Customer service skil</li> <li>Good team work ethi collaboratively with a people.</li> </ul>	rategies. ftware and systems. delivery skills. ls. c including the skills to work variety of diverse agencies and	HE KAUANUANU RESPECT Showing respect for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.	
<ul> <li>Attention to detail an</li> </ul>	d quality assurance skills.		

- Attention to detail and quality assurance skills.
- Self-managing with initiative.
- Skills to proactively share expertise.
- Numeric. Ability to understand and interpret financial and non-financial information
- Enterprise Architecture knowledge
- Analysis and design skills.

## RARANGA TE TIRA PARTNERSHIP

Continuous improvement in

everything we do. This means

that I actively seek to improve

**ÅKINA IMPROVEMENT** 

my service.

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



<ul> <li>Comprehensive knowledge and understanding of software development lifecycle (SDLC)</li> </ul>	
<ul> <li>An excellent understanding of how information is</li> </ul>	
-	
captured, stored and analysed to provide reporting.	
<ul> <li>An excellent understanding of process mapping and information flows.</li> </ul>	
Change management experience.     An intermediate knowledge of Microsoft Office Products	
An intermediate knowledge of Microsoft Office Products	
<ul> <li>Experience identifying data quality issues to improve data integrity.</li> </ul>	
5 ,	
<ul> <li>Experience working collaboratively and proactively to achieve organisational goals.</li> </ul>	
<ul> <li>Experienced communicator both written and verbal.</li> </ul>	
<ul> <li>Experience working with technical staff and business</li> </ul>	
users at all levels of the organisation.	
<ul> <li>Demonstrates a high level of understanding of Information</li> </ul>	
systems, practices and procedures.	
Effectively Engaging with Māori	
<ul> <li>Demonstrates knowledge and understanding of local</li> </ul>	
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.	