

Role Description

Role Details	
Title	Business Analyst
Manager Title	Programme Manager
Group	Organisation Support
Band	E
Date	April 2025
Approved By	Deputy Director-General, Organisation Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to analyse, develop and support implementation of solutions for changes to support improved business performance, operational effectiveness, and efficiency.

Key working relationships

Internal	External
Peers and colleagues Programme and Project Managers	Suppliers including partners and contractors

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes...
Business Analysis and Business Case Development	<ul style="list-style-type: none"> Work with business systems owner(s) to identify needs Identify and document the need business systems and processes Capture quantitative and qualitative information to inform business case development Draft clear, coherent, and robust business case(s) Translate business requirements into business solutions, system requirements and specifications for further development Manage the business and system requirements life cycles for each assigned project Work with stakeholders to ensure risks and issues are identified, documented, and communicated as per likelihood and severity Support procurement processes through documentation and evaluation Provide input to solution test cases to ensure they meet business requirements Provide timely responses to requests for any change to deliverables as agreed
Build and maintain effective stakeholder and customer relationships	<ul style="list-style-type: none"> Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations Representing DOC and coordinate cross-agency initiatives within area of responsibility

Accountability	This includes...
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Knowledgeable in the use of business analysis methodology and business case development</p> <p>Skills in delivery of projects using formal project management methodologies</p> <p>Understands the business environment, opportunities, and constraints</p> <p>Excellent written communication skills and skills in writing business documentation, clearly and effectively communicating complex ideas</p> <p>Knowledge of software development life cycles, software packages and good practice processes</p> <p>Up to date knowledge of business systems modelling tools</p> <p>Strong critical thinking and systems thinking skills in the context of analysis of requirements and development of solutions</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Works effectively with peers to solve problems, gains trust easily and provides support</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>Ability to multi-task, prioritise, and escalate where necessary</p>



Capabilities Required	
	High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).