

## Position Description

<b>Position title</b>	Business Analyst	<b>Salary Range</b>	
<b>Reporting to</b>	Content Management Lead	<b>Position Level</b>	4
<b>Term</b>	2 year contract with view to extension; hourly rate contractors will be considered for a term of 12 months	<b>Financial Delegation</b>	TBA
<b>Division</b>	Knowledge and ICT Services	<b>Position Approved by</b>	CEO
<b>Number of direct reports</b>	Nil	<b>Approval Date</b>	

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## The Global CCS Institute Objective

The Global Carbon Capture and Storage (CCS) Institute works collaboratively to build and share the expertise necessary to ensure that carbon capture and storage (CCS) can make a significant impact on reducing the world's greenhouse gas emissions.

The Institute connects parties around the world to address issues and learn from each other to accelerate the deployment of CCS projects through the sharing of knowledge, fact-based advocacy and assisting projects.

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## Purpose of the position

This role will lead business analysis for knowledge sharing and ICT systems, primarily focusing on requirements for web and data analysis systems.

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## Key Responsibilities

- Stakeholder analysis (requirements gathering, surveys)
  - Web requirements (user requirements, wireframe design)
  - Defining data requirements
  - User Testing
  - User Engagement
  - Business requirements gathering documentation
  - Functional requirements gathering and documentation
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## Key Role Competencies

- Highly effective written and verbal communication skills and the ability to assimilate complex instructions and make reliable interpretations.
- Ability to facilitate collaborative actions between different stakeholder groups.
- High level of self motivation and standards with the ability to multi-task; balancing "analysis" with "doing".
- Ability to explain complex concepts in layman's language;
- Ability to analyse issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions.
- Enthusiasm and demonstrated passion and understanding of issues related to sustainability, climate change and knowledge sharing.
- Is tactful, diplomatic and works with integrity, honesty and respect for others.
- Demonstrated knowledge of quality standards, legislation and best practice.
- Be adaptable, able to prioritise and work under pressure to meet deadlines.

- Motivates individuals and teams to achieve high performance.

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## Institute Core Competencies

- Sharing of knowledge (Level: Innovate, coach & guide): Proactively shares and leverages own knowledge with colleagues, member and stakeholders. Identifies and addresses information gaps to build Institute's capabilities.
- People management (Level: Skilled application): Manages the development of self and others to enhance individual performance and the people capabilities of the Institute. Channels differences and conflict constructively to develop positive working relationships and enhance performance.
- Communication (Level: Skilled application): Communicates effectively via multiple media to promote understanding and appropriate action across diverse audiences and situations.
- Planning and organising (level: Skilled application): Establishes, supports or implements processes that effectively sequence identified tasks. Allocates resources appropriately towards achievement of the Institute's objectives.
- Delivery orientation (Level: Innovate, coach & guide): Identifies, anticipates and articulates member or internal customer needs; is responsive to meeting these needs in an appropriate timeframe and manner. Appreciates that a service delivery mind-set is a critical part of the Institute's success.
- Conceptual thinking & innovation (Level: Skilled application): Applies new perspectives to existing problems; identifies trends/patterns and proposes novel forms of analysis and explanation.
- Influencing & advocacy (Level: Innovate, coach & guide): Achieves stakeholder support and backing through the active and positive promotion of the Institute, its objectives and the value of CCS as a climate change solution.
- Teamworking & collaboration (Level: Skilled application): Participates fully as a team member or leader in the pursuit of common goals, rather than working in isolation or competitively. Collaborates effectively across teams, with other individuals and stakeholder groups in the Institute and externally.

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## Experience & Educational Requirements

### **Essential:**

- At least 3 – 5 years in a business analyst role

- Experience in user-centric web-design
- Experience with data analysis
- Experience with capturing functional and technical requirements
- Strong writing and communications skills.
- Significant experience in workshop facilitation and relationship building.
- Experience in delivering training and skills development.

**Desirable:**

- Experience business process modelling (BPMN)
- Experience with large - mid-size corporate clients
- Strong skills with MS excel
- Strong skills with web design tools like Axure or Basalmic
- Experience with CRM and data capture and analysis systems

## Key Relationships

**Internal Stakeholders**

Knowledge Management Team

ICT Team

Projects Team

All internal staff

**External Stakeholders**

Members

General Public

Network members (projects)

Consultants