Position Description - Business Analyst

**Position Title:** Business Analyst – BioCommons Human Genomes Platform (BioCommons HGP)

**Position Type:** Project based,fixed term 15 months

**Location:** National

**Reports to:** Head, Projects & Managed Services

**Number of Direct Reports/Staff Supervisory Requirements:** None

**Open to:** Australian or New Zealand citizens or Australian permanent residents who have approval to work in Australia. The position may be open to Australian university staff applying on a secondment basis (subject to the approval of their institution and the AAF).

# Organisational Context

The Australian Access Federation (AAF) provides the National Identity Federation to facilitate electronic communications and collaboration within and between universities and research institutions in Australia and overseas. Delivering access to over 1.4 million end-users, the AAF has a subscription base of Australian higher education institutions and research organisations (e.g. CSIRO and many state-based research support organisations). The AAF has numerous subscribers from local and international organisations that provide online services to the Australian higher education and research sector.

For further information about the AAF go to: [www.aaf.edu.au](http://www.aaf.edu.au/)

# Project Overview

The Australian BioCommons (BioCommons) is a research infrastructure being sponsored by Bioplatforms Australia (BPA). The BioCommons aims to enhance the productivity, capability and capacity of Australian research biologists and informaticians. It will:

* Provide a new ability to apply and improve a growing array of digitally enabled bioinformatics research techniques, and to stay at the forefront of a wave of international investment and developments in these new technologies; and
* Benefit the majority of life science researchers for whom bioinformatics is an increasingly important part of their research activities as well as a smaller set of leading researchers who develop biodata analysis techniques and for whom bioinformatics is a primary research methodology.
* A key component of the BioCommons is a Human Genomes Platform - a services toolbox for improving FAIRness of human genomic data at the institutions that hold a large proportion of human genomes collected for research in Australia. The toolbox will build on existing browse and search functions at participating repositories to achieve controlled access and sharing by implementing standards and APIs from the Global Alliance for Genomic Health (GA4GH); and will also bring data holdings into alignment with the global human genome repository (European Genome Phenome Archive, EGA).

The expected capability enhancements include:

* A system to enable researchers identify virtual cohorts nationally by querying across the separate assets held by each participating repository;
* Systems to expedite the work undertaken by Data Access Committees in determining whether specific data can be re-used by specific persons for specific purposes (upon receipt of data access requests);
* A migration to international standards compliant authorisation and authentication systems that are appropriate for human data sharing at participating repositories;
* Systems at each participating repository to expedite upload of data and metadata to the international EGA repository (or local mirrors should they arise).

The resulting deployments at each participating repository will position Australia at the forefront of bioinformatics infrastructure to support human genome analysis and substantially improve Australian research access to bioinformatics - one of the four primary goals of the NCRIS investment in BPA. This is an exploration and deployment project. Any operational expenses of any software infrastructures to be deployed at each partnering organisation are to be borne by the partnering organisations or are included in other funding lines of the BioCommons overall budget.

More information about the project is available at the BioPlatforms Australia Website.

# The Role

As Business Analyst for the HGP project you will have a unique opportunity to shape the development of a trust and identity framework and systems by:

* Ascertaining the Authentication and Authorisation need by researchers for access to human genome data;
* Analysing international solutions and comparing the contrasting these against the needs of Australian researchers;
* Playing a key role in the migration to standards compliant Authentication and Authorisation tools for human data sharing; and
* Playing a key role in the piloting National Human Genome Authentication and Authorisation system against one of the use cases.

# Key Responsibilities

* Identify and understand complex research activities, systems and processes and related IT systems.
* Engage with a diverse group of stakeholders including senior researchers, business managers and technical staff to clarify requirements for the project.
* Collect, analyse and critically evaluate information from multiple sources, to formulate and document policies, processes and procedures.
* Conduct focus groups, field visits and research with the project's stakeholders to define and analyse requirements, verify completed products, perform user acceptance testing (UAT) and coordinate rollout within stakeholder organisations.
* Develop end-user focussed documentation, including user manuals, quick reference guides, user/help documentation and training materials.
* Provide analysis or options and progress reports to Project Steering Committees and the Project Manager.
* Support continuous improvement.
* Provide support to the Head, Projects & Managed Services and other AAF and BioCommons teams as directed

# Your experience and skills

We are seeking a motivated, organised and pro-active person to work with and contribute to our team.

# Qualifications

A degree with subsequent relevant experience OR a combination of relevant experience, broad knowledge and industry training.

# Skills and Capabilities Required

You will be assessed on the basis of relevant capability and capacity for the following:

### Essential:

1. Demonstrated experience in the development and implementation of complex information technology policies, processes, procedures and strategies.
2. Demonstrated ability to collect, collate, analyse and document business requirements with diverse stakeholder groups.
3. Demonstrated ability to articulate business analysis outcomes (process maps, business processes, work flow) both in writing and via verbal communication, and develop high level documentation to articulate a formal set of requirements and recommendations.
4. Demonstrated ability to work through ambiguity to plan, prioritise and organise project tasks, in order to meet deadlines, budgets and maintain desired work outcomes, including the proven ability to work effectively within an outcome-focussed, team-oriented environment.
5. Proven experience with leading focus groups to define and analyse user requirements, test completed products and perform user acceptance testing (UAT).
6. Ability to effectively communicate complex ideas to senior management, project governance groups, information technology professionals and clients, including the ability to develop reports and write clear and concise documents.
7. Ability to rapidly identify and understand complex IT business activities, systems and processes.
8. Demonstrated ability to provide leadership in the development of a client focussed, continuous improvement and quality assurance culture within a complex technological environment.
9. Ability to work effectively with general direction and minimum supervision and independently represent and act on behalf of an organisation in a broad range of situations and environments.

### Desirable:

1. Ability to work effectively with general direction and minimum supervision and independently represent

# Other Job-Related Information

Applicants should note that:

1. The position is:
   1. A fixed-term full-time position;
   2. A 35 hour week, with normal working hours from Monday through Friday;
   3. Flexible working hours and work from home arrangements (subject to negotiation and prior approval);
2. Some travel may be required (circumstances permitting).
3. The position is based in an office in the city of the successful candidate, or a work from home arrangement may be supported subject to negotiation and approval.