Business Analyst

**Position Title:** Business Analyst - Coordinated Access for Data, Researchers

and Environments (CADRE) project

**Position Type:** Project based,fixed term 24 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 Office of the National Data Commissioner (ONDC) is developing new legislative and data governance frameworks which are designed to reduce barriers to data held by government and improve access, while maintaining the trust of the public with regards to their data. A central and critical element of this will be the 5 Safes Framework, which will provide a basis for the release of government data and likely other sources (including research and commercial data).

The ONDC work program will provide a new foundation for access to government data in Australia but infrastructure to support this new framework is still to be developed. Processes and systems are needed to scale the access procedures required for:

* establishing and linking technologies for secure access; and
* connecting access procedures to secure access technologies to store and analyse the data.

The CADRE platform will provide an operational model that responds to and overcomes these challenges. The CADRE project will establish a shared and distributed sensitive data access management platform for the social sciences and related disciplines, to enable data owners and users to address the core concerns around governance, creation, management and sharing of sensitive data for research.

Key project outcomes include:

* A shared conceptual framework for efficiently and reliably connecting the elements of the 5 Safes – People, Projects, Data, Settings and Outputs
* A set of agreed identifiers for each of the elements of the 5 Safes
* Template accreditation protocols for each of the elements of the 5 Safes
* Information exchange protocols for exchanging identifier and accreditation information between data users, providers and trusted access facilities (based on the Australian Access Federation identity provision model)
* An integrated access management platform for data access requests
* Pilot integrations of the CADRE platform in four secure access settings: the ERICA secure access environment (UNSW & AIHW); the CloudStor and SWAN systems (AARNet); the Data CO-OPS environment (Swinburne) and the Australian Urban Research Infrastructure Network (AURIN)
* A training and development program for CADRE users to raise awareness of and capacity to use the CADRE platform for future research

More information about the project is available at the [ARDC website](https://ardc.edu.au/project/coordinated-access-for-data-researchers-and-environments-cadre/).

# Your Opportunity

As Business Analyst for the CADRE project you will have a unique opportunity to shape the management of secure access to data within the Australian research environment. You will work closely with a national, virtual, high profile-project team in evaluating and guiding the selection and implementation of standards to support the Safe People aspect of the 5 Safes framework. Your strong stakeholder engagement, analytical, process development and communication skills will be essential in uncovering and meeting the needs of a diverse stakeholder group.

# The Role

As Business Analyst for the CADRE 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 sensitive 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 sensitive data access; and
* Playing a key role in the piloting a system to help streamline access to sensitive datasets for research.

# 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 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.