

Position Description

Position Title	Application Business Analyst
Position Number	30027481
Division	Digital Services
Department	Architecture and Applications
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 5
Classification Code	HS5-HS33
Reports to	Director, Architecture and Applications
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Drivers Licence - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Application Business Analyst plays a key role in the development and implementation of corporate and clinical information systems at Bendigo Health and LMSS region.

The role demands strong analytical skills and the capability to collaborate with key stakeholders to identify business challenges and opportunities. It involves recommending changes to work practices to drive desired outcomes. The position spans various activities and phases of the system development lifecycle, including analysis, implementation, project coordination, testing and change management.

The Architecture and Applications department is responsible for the development, maintenance and availability of applications within Bendigo Health and the LMSS region. The team is split into a number of functional areas with a focus on delivery of services and products (applications) to their users. The team also focuses on the overall effective management of the portfolio of applications (software), understanding what we have, why and for whom.

Responsibilities and Accountabilities

Reporting to the Director, Architecture and Applications, the Application Business Analyst will work extensively across the Architecture and Applications directorate playing a critical role in identifying, analysing and translating business needs into technical solutions.

Key Responsibilities

- Collaborate with both internal and external stakeholders, including vendors, to identify needs and deliver appropriate solutions.
- Ability to analyse complex issues, develop effective solutions and provide detailed recommendations to stakeholders and vendors.
- Coordinate projects related to solution implementation, including assessing the level of support required and facilitating progress with vendors and stakeholders.
- Undertake comparative assessments with deep analysis for a comprehensive understanding of the individual stakeholder needs.
- Conduct comprehensive research & analysis, defining and designing technical solutions to meet business needs.
- Coordinate stakeholder engagement and consultation across the health services to uncover, capture and prioritise requirements.
- Support testing and validation of requirements.
- Identify risks and mitigation strategies that relate to the business change.
- Drive and support multiple simultaneous business initiatives, facilitating stakeholder alignment and contributing to project coordination efforts in alignment with agreed PMO processes.
- Implement and where possible standardise processes to improve the efficiency and effectiveness of administration support.

Key Selection Criteria

Essential

1. Tertiary qualification or certificate in Information Technology, Business or other relevant discipline and a minimum of 5 years industry experience.
2. Strong strategic skills in translating business needs into software requirements, combined with expertise in communication, negotiation, stakeholder engagement and collaboration.

3. Excellent communication skills with the able to clearly articulate and translate information both verbally and written into suitable material geared to the audience.
4. Demonstrated experience in managing and monitoring multiple concurrent projects and development activities.
5. Excellent analytical skills and logical reasoning.
6. Ability to work independently and as part of a team, displaying time management and exceptional organisational skills to prioritise competing requests.
7. Strong interpersonal skills including the ability to negotiate, motivate, influence and build relationships.

Desirable

8. Specialised knowledge in public health sector, Government standards and various Government Reporting requirements.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.