

# Job Specification: Business Analyst (Contract)

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## THE OPPORTUNITY

Meander Valley Council is seeking a highly motivated Business Analyst to join our Information Technology team on a two-year fixed contract basis. Sitting within the Corporate Services department, the Information Technology team work to support Council's digital transformation agendas.

The Business Analyst will play a key role supporting the identification, configuration, deployment and training for digital applications that support Council to streamline workflows and drive efficiency and best practice. The role will be critical to the delivery of automated workflows to maximise the potential digital applications to support Council in delivering core functions for the community.

The role would also play a pivotal part in supporting the continuous ongoing improvement of the Enterprise Resource Planning (ERP) and other IT systems.

## WHAT YOU NEED TO SUCCEED

The successful candidate will be a proactive and detail-oriented professional with a strong ability to bridge the gap between business needs and technology solutions. They will demonstrate excellent analytical and problem-solving skills, communicate effectively with both technical and non-technical stakeholders, and thrive in a collaborative environment.

A passion for continuous improvement, adaptability to changing priorities, and a commitment to delivering high-quality outcomes are essential.

Ideally, you will bring experience in improving business applications, understanding complex processes, and leveraging technology to drive efficiency and innovation.

## WHAT WE OFFER

The full-time contract position is based at Council's offices at Westbury, a short 25 minute drive from Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- The position is offered as a full time contract role for a two-year period;
- Annual salary will be negotiable depending on experience within a range of \$95,312 to \$105,302 under Council's Enterprise Agreement 2025;

- Additionally, in accordance with Council's Enterprise Agreement 2025 you can nominate to receive one of the following benefits:
  - Option 1- Additional Superannuation (default if no nomination is provided): Additional employer superannuation contributions at a level of 3.5% above the Superannuation Guarantee amount payable;
  - or
  - Option 2- Additional Salary: Additional salary paid at 3.12% above the salary and wage rates for the classifications set out in Meander Valley Council Enterprise Agreement 2025.

Other benefits include:

- A 19-day month, allowing for a rostered day off for full-time employees;
- 12 days Personal Leave per year (pro rata for part-time employees).
- An additional one-off personal leave allocation of 5 days (pro rata for part-time employees) granted upon commencement of employment.
- A range of Health and Wellbeing initiatives, including onsite gymnasium, health & wellbeing activities, and access to a free and confidential Employee Assistance Program (EAP) for employees and their immediate families.
- Free parking.

## **SELECTION CRITERIA**

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.

- Bachelor's degree level in business/commerce or related IT discipline, or equivalent knowledge, skills and experience.
- Proficiency in Microsoft Office Suite (including Teams, SharePoint and Power Platform) and familiarity with ERP systems.
- Experience in process improvement and system optimisation.
- ERP implementation experience.
- Experience in development and documentation of user requirements in consultation with relevant stakeholders.
- Demonstrate the ability to conduct workshops and presentations for various stakeholders.
- Demonstrated ability to liaise and develop relationships in a professional manner with a range of internal and external clients/stakeholders.

## LEARN MORE

If you have any questions regarding the position, please contact Craig Davies, Director Corporate Services on 03 6393 5300 or email [craig.davies@mvc.tas.gov.au](mailto:craig.davies@mvc.tas.gov.au).

## HOW TO APPLY

To be considered for the position, all applications must include four (4) documents:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the Selection Criteria (maximum of three pages).

Applications should be forwarded to the attention of the Human Resources Officer via email to: [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au).

Applications close **Tuesday 7th April 2026**. However, Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove the advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full-time and part-time vacancies.

# Position Description

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## **BUSINESS ANALYST (CONTRACT)**

Corporate Services Department

March 2026

### **POSITION CONTEXT**

The Business Analyst reports to the Director Corporate Services and will be the driver of our continued improvement and success with the Enterprise Resource Planning (ERP) implementation and other business processes.

The key purpose of this position is to provide analysis, specialist knowledge and expertise to inform decision-making, and to recommend and develop business solutions to maximise opportunities for system improvements leading up to and post implementation of the ERP solution. The role plays an important function in understanding and validating user requirements and validation of benefit realisation.

The role will be pivotal in assisting the Project Manager – Technology Transformation and subject matter experts in defining the requirements for data extraction and migration to the ERP system and facilitating the tools necessary to enable data extraction from current systems mapped to the future ERP requirements.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to the Director Corporate Services.

This position has no direct reports.

### **KEY CHALLENGES**

- Working with the ERP implementation partner to facilitate system configuration outcomes to business requirements.
- Identifying current process issues with a view to removing process inefficiencies in the new ERP.
- Building working relationships with the Project Manager - Technology Transformation and SMEs throughout the organisation to facilitate agreed pathways to improvement.

### **PRIMARY RESPONSIBILITIES**

- Act as a conduit between Council subject matter experts and the ERP vendor.
- Facilitating configuration workshops and driving successful outcomes.
- Identify, analyse and document business processes, technical functions and user requirements to enhance business processes.

- Investigate issues, analyse options, and provide recommendations for improved service provision.
- Contribute to the development of initiatives to ensure adoption of best practice.
- Using data sourced from workshop sessions, evaluate the performance of functions across Council to maximise efficiencies and service to the community.
- Through consultation and collaboration with key internal and external stakeholders, identify and design improvements to the usability of business systems and applications.
- Participate in and lead functional project teams to drive process improvement efforts.
- Adhere to corporate record keeping requirements including filing and retrieving documents from within Council's electronic documents records management system (EDRMS).

#### **ALL STAFF RESPONSIBILITIES**

- Compliance with all Council policies and procedures that may be varied from time to time.
- Understanding of assigned responsibilities under the Fraud and Corruption Control Policy.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the Tasmanian Local Government Act 1993, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

#### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Meander Valley Council is committed to the safety and wellbeing of children and youth while encouraging their participation as a valued member of our community. We have zero tolerance to child or youth abuse or harm.

- You are obligated to prioritise the safety of children and young people you interact with in the performance of your role and contribute to council's continual improvement of safety and wellbeing practices in relation to children and young people.
- You are obligated to report conduct of concern.

For further information, please refer to our Safeguarding Children and Young People Policy and the Office of the Independent Regulator website at this location <https://oir.tas.gov.au/>.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Bachelor's degree level in business/commerce or related IT discipline or equivalent knowledge, skills and experience.
2. Proficiency in Microsoft Office Suite (including Teams, SharePoint and Power Platform) and familiarity with ERP systems.
3. Experience in process improvement and system optimisation.
4. ERP implementation experience.
5. Experience with data mapping and data migration scenarios.
6. Experience in development/preparation and documentation of user requirements in consultation with relevant stakeholders.
7. Demonstrate the ability to conduct workshops and presentations for various stakeholders.
8. Demonstrated ability to liaise and develop relationships in a professional manner with a range of internal and external clients/stakeholders.
9. Excellent time management, prioritisation, and organisational skills with the ability to meet tight deadlines.

### **ATTACHMENTS**

- Council's Agreed Behaviours: 'The Way We Work Together'
- Organisational Chart

# The Way We Work Together

## **We work as a team, value each other's contribution and are accountable for our work.**

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

## **We support each other's roles to deliver the best outcomes for our customers and community.**

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

## **We are supported, trusted, and empowered to do our work.**

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

## **We value open and transparent communication to keep each other well informed.**

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

## **We operate in an environment where people feel connected.**

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes

# Organisational Chart

Mayor, Deputy Mayor & Councillors

General Manager

**Director Corporate Services**

IT Officer  
Business Analyst  
Project Manager – Technology Transformation

**Team Leader, Finance**

Payroll Officer  
Accounts Payable Officer  
Finance Officer

**Rates & Office Manager**

Customer Service Officers  
Administration & Accounts Payable Officer  
Customer Service & Administration Officer  
Information Management Officer  
Information Management Support Officer

**Team Leader, People & Safety**

Human Resources Officer  
Work Health & Safety (WHS) Officer  
Administration Officer - People & Safety

**Director Infrastructure Services**

Senior Administration Officer  
Administration Officer

**Team Leader, Community Facilities & Recreation**

Community Facilities Officers

**Team Leader, Project Delivery**

Project Coordinator  
Project Manager Waste Services  
Project Managers  
Strategic Projects Manager

**Manager, Engineering & Assets**

Civil Engineers

**Asset Management Coordinator**

Assets Officer  
GIS Officer

**Director Development & Regulatory Services**

Senior Strategic Planner

**Team Leader, Town Planning**

Town Planners  
Planning Support Officer

**Team Leader, Development Administration**

Development Administration Officers  
Permit Authorities

**Team Leader, Environmental Health**

Environmental Health Officers

**Team Leader, Compliance & Regulation**

Rangers  
Compliance Officer

**Director Works**

Administration Officer  
Projects & Safety Officer  
Diesel Mechanic

**Team Leader Parks & Urban Amenities**

Works Officers

**Team Leader Road Services**

Coordinator Road Services  
Works Officers

**Manager, Governance & Legal**

Senior Communications Officer  
Communications Officers  
Executive Assistant  
Governance Officer

**Manager, Community Wellbeing**

Community Wellbeing Officer  
Community Engagement Officer

**Team Leader, Tourism**

Visitor Centre Officers  
Visitor Centre & Digital Information Officer