



---

## Position Vacant

### **BUSINESS ANALYST - ICT FULL-TIME, PERMANENT**

---

Cranbrook School is seeking an outstanding and enthusiastic Business Analyst to join our ICT team, based at the Senior School campus in Bellevue Hill.

#### **ABOUT THE POSITION**

The Business Analyst will be pivotal in assisting with the implementation of a new school management system and other key technological upgrades, ensuring they meet the needs of our diverse educational environment. Reporting to the Project Manager – ICT, this position will be responsible for stakeholder engagement, process mapping and improvement, requirements specification, data analysis and reporting, testing and quality assurance and change management.

Duties include:

- Regularly engaging with stakeholders to gather and refine requirements, ensuring their needs are met and concerns are addressed throughout the project lifecycle
- Analysing existing processes to identify areas for enhancement
- Developing comprehensive requirement specifications for use in software assessment and implementation
- Overseeing data integrity during system migration, developing and implementing validation strategies and creating reports and dashboards for ongoing monitoring post-implementation
- Coordinating with the IT team to plan and execute system testing phases, including unit, integration, and user acceptance testing
- Facilitating change management processes to assist users to transition smoothly to new systems and processes

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

#### **ABOUT YOU**

You are a collaborative and personable team player who enjoys meeting people and building relationships. Possessing an investigative mindset, you are empathetic and demonstrate a customer service focus in all interactions. You have a deep understanding of the user experience and user needs.

#### **SELECTION CRITERIA**

- At least three years' experience working as a Business Analyst
- Strong analytical skills with the ability to interpret data and translate it into actionable insights
- Proficient user of MS Excel
- Demonstrated project mapping experience and the capability to obtain and understand user needs
- Excellent time management skills with the ability to manage multiple priorities in a high volume work environment
- Outstanding communication and interpersonal skills, with the ability to establish and build productive working relationships with a variety of stakeholders
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

**CLOSING DATE: Friday 24 May 2024**

---

#### **HOW TO APPLY**

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

---

#### **ABOUT CRANBROOK SCHOOL**

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

---

#### **WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS**

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.