

Enatel

Position Description

Position: Business Systems Specialist (Business Analyst)

Department: Finance

Reports to: Chief Financial Officer

Direct Reports: None

Position Purpose:

The primary focus of the Business Systems Specialist (Business Analyst) is to play a key role in facilitating successful business change initiatives, specifically transformation projects for IT business systems including Enatel's ERP system, BI, CRM and other systems implemented from time to time by the business.

Acting as a trusted advisor spanning across business and technology, this role holds overall accountability for the functional enhancements and ongoing health of the business systems and associated data; in doing so enabling the organisation to realise the long-term strategic goals whilst optimising operations.

Key Responsibilities:

- Being the subject matter expert on how technology supports Enatel operations including manufacturing and quality processes.
- Gaining and keeping your knowledge up to date on ERP (Infor CloudSuite Industrial) and other key software applications to understand the capability and inherent limitations/constraints of each.
- Seeking out, triaging and analysing areas of business optimisation.
- Working with Senior Leaders and other Super/Power Users on potential business optimisation projects.
- Identifying issues, risks and benefits of proposed solutions and outlining business impacts.
- Gathering, validating, and documenting business scope requirements.
- Creating functional specifications for solutions.
- Championing Enatel's Super/Power users and ensuring alignment (priority/resourcing) of all business systems projects & activities.
- Participating and driving procurement and contract management processes
- Collaborating with relevant vendors and operational teams to construct testing and implementation strategies.

- Producing key documentation including: End User Documentation, Project/Progress Reports, Functional & Technical specifications, business cases and business process mapping.
- Simplifying information and deciphering technical jargon so it is easily understood and communicated to members of the Senior Leadership Team and other managers as appropriate.
- Enabling awareness of evolving technical and business capabilities.
- Managing people and technology changes, ensuring necessary stakeholders are effectively informed.
- Establishing and Chairing the Data Governance Committee, established to ensure data quality remains at the forefront of Enatel decision making.

General:

- Upholding the company values
- Performing any other tasks as required by your Manager and/or the business
- Contributing to the achievements of Department goals and objectives

Health & Safety and Environment:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhering to all health and safety policies whether at our Christchurch premises or elsewhere.
- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • IT Manager and IT Team 	<ul style="list-style-type: none"> • Business System Vendors
<ul style="list-style-type: none"> • ERP Super / Power users 	
<ul style="list-style-type: none"> • All system users 	
<ul style="list-style-type: none"> • Senior Leadership Team 	

Person Specification:

Attribute	Essential	Desirable
Skills, Experience and Qualifications	<p>Tier 1 or 2 ERP experience</p> <p>Proven success in, and demonstrates enjoyment from, analysing and understanding new processes in addition to the identification of waste/improvements.</p>	<p>Infor CloudSuite Industrial (Syteline) experience</p> <p>Has experience in a manufacturing operation and understands what good looks like</p>

	<p>Experienced in effectively interacting and communicating with stakeholders at all levels.</p> <p>Proven experience in consolidating requirements and prioritising what is important to the organisation.</p> <p>Confidence and ability to make independent recommendations or decisions to resolve issues.</p> <p>Competent and Comfortable with producing documentation</p> <p>3-5 years' experience in a Business Systems Specialist role or similar, preferably in a Manufacturing environment.</p>	<p>Tertiary qualification in business administration, business analysis or commerce</p>
<p>Individual Competencies</p>	<p>Building Effective Team Drive for Results Priority Setting Strategic Agility Managing Vision and Purpose BA Technical skills</p>	