

Job Description

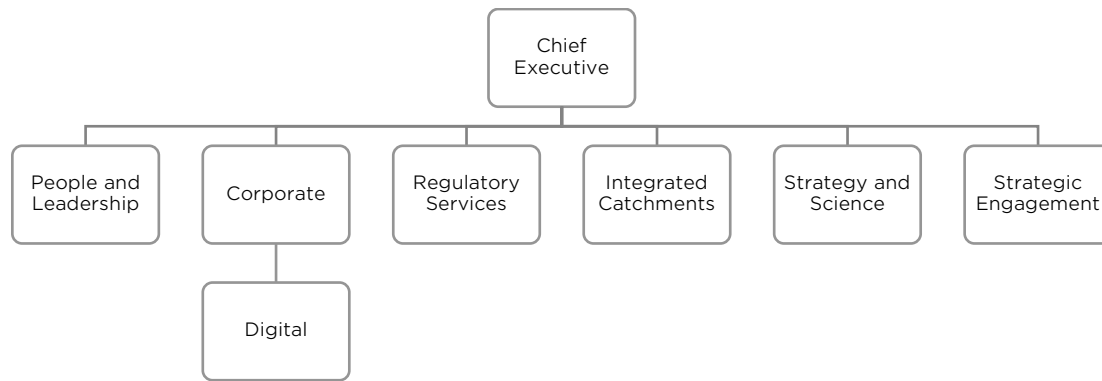


Job title	Business Analyst
Group	Corporate
Section	Digital
Responsible to	Business Analyst Team Leader
Responsibility for employees	None
Date	June 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa – Sustainable development, ○ Te Ara Poutama – The Pursuit of Excellence. <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its’ vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to provide the organisation with quality software development analysis and project management. The position achieves this through the effective capture and translation of business requirements into technical design documentation and the coordination of the software development project lifecycle.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Other territorial and local authorities 	<ul style="list-style-type: none"> Collaboration and requirements gathering 	Weekly
<ul style="list-style-type: none"> Relevant external organisations 	<ul style="list-style-type: none"> Consultation, requirements imparting, coordination 	Weekly
<ul style="list-style-type: none"> Consultants 	<ul style="list-style-type: none"> Project management, requirements imparting, coordination, support 	Monthly
<ul style="list-style-type: none"> Contractors 	<ul style="list-style-type: none"> Consultation 	Weekly
<ul style="list-style-type: none"> Vendors 	<ul style="list-style-type: none"> Industry networking and skills development 	Occasionally
<ul style="list-style-type: none"> Forums and communities of practice 	<ul style="list-style-type: none"> Requirements gathering 	Weekly
<ul style="list-style-type: none"> Users of systems 		

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> Non-technical staff at all levels within the organisations 	<ul style="list-style-type: none"> Advice and requirements gathering 	Weekly
<ul style="list-style-type: none"> Project groups 	<ul style="list-style-type: none"> Project management, requirements imparting, coordination, support 	Monthly
<ul style="list-style-type: none"> Software developers 	<ul style="list-style-type: none"> Coordination and requirements imparting 	Weekly
<ul style="list-style-type: none"> Technical delivery teams (Ops and Dev) 		

Key result areas

The job encompasses the following major functions or key result areas:

- Requirements capture
- System design
- Lifecycle management
- Work management
- Relationship management
- Corporate contribution.

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Requirements Capture	
<ul style="list-style-type: none"> • Investigate, record, analyse and confirm system requirements and business processes. • Identify overlapping requirements/processes across the existing and upcoming software portfolio. • Identify and investigate commercial or open- source options which may offer a more effective solution to some or all of the requirements. • Make recommendations to the Senior Business Analyst for business processes requiring refinement. • Make recommendations to the Senior Business Analyst on the value, feasibility and impact of the system requirements. • Negotiate acceptance criteria. 	<ul style="list-style-type: none"> • Rework is minimised and expectations are met by ensuring all aspects of the system are clearly understood and agreed. • Development and procurement is minimised by considering pre-existing solutions. • Development and procurement is minimised by considering wider implications of requirements. • Systems reflect and support efficient and effective business processes. • Systems and features are only built where there is clear value to the organisation and its stakeholders. • All projects have User Acceptance criteria which clearly identify the deliverables from the project.
2. System Design	
<ul style="list-style-type: none"> • Produce high quality and concise requirements and design documents which accurately reflect the business requirements and can be clearly understood by internal or external Solution Developers. • Maintain the Software Development component of the Enterprise Architecture. • Provide well-reasoned quality user centred, user interface design advice to the software developers consistent with the architecture and security principles and standards. • Provide ad-hoc advice and clarification to software developers throughout the development of the solution. 	<ul style="list-style-type: none"> • Project documentation is created and filed so that it can be easily found and used by Software Developers. • Enterprise Architecture documentation system Current State is maintained. • All documents are completed fully and peer reviewed.. • Demonstrate continued skills development in user centred User Interface design cognisant of the current enterprise architecture and security principles and standards. • Maintain an in-depth understanding of the projects requirements.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
3. Lifecycle Management	
<ul style="list-style-type: none"> • Support developers by participating in Unit/Integration Testing. • Ensure products entering the User Acceptance Testing phase are built to specification and are of a high quality. • Coordinate and facilitate User Acceptance Testing. • Coordinate the implementation of the solution with system owner(s), users and technical delivery teams. • Setup and maintain technical documentation. • Complete project completion documentation. 	<ul style="list-style-type: none"> • Software developers are clear about the priority of features and the required delivery timelines. • Agreed delivery targets are met. • Unit/integration testing is methodical and results are recorded and shared with the software developer for remedial action. • The system owner is only asked to perform User Acceptance Testing when all reasonable steps have been taken to ensure the solution is ready for delivery. • Users are supported through the User Acceptance Testing process. Results are recorded and stored. • The Change Management Process is followed for all implementations. • Rollouts are planned and scheduled to minimise the organisation impact. • Dependent teams are given adequate notice and detail to prepare for their part of the delivery. • Project documentation is stored in the appropriate location, following Information Management Policy and naming standards.
4. Work Management	
<ul style="list-style-type: none"> • Manage a variety of tasks concurrently and show flexibility of work patterns in order to meet timeframes and delivery. • Suggest new processes and techniques which will improve the efficiency or effectiveness of the team. 	<ul style="list-style-type: none"> • Work is delivered on time and to requirements. • Processes and techniques are regularly reviewed, robust and represent an efficient and effective blend of industry best practice and organisation requirements.
5. Relationship Management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Approach technical concepts in plain English and with an approachable style. • Demonstrate patience, tolerance and understanding. • Maintain a professional attitude. • Undertake any other relevant duties as directed by the Digital Manager (Chief Digital Officer). 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums. • System owner(s) feel comfortable and confident discussing technical and business concepts. • Any additional duties are completed to appropriate standards. • Concerns and suggestions are raised in a timely way.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Provide regular feedback to the Digital Manager (Chief Digital Officer). 	<ul style="list-style-type: none"> • Good judgement and initiative is demonstrated.
6. Corporate Contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Position has a high level of autonomy around system design.
- Work outputs and completion targets are set by Software Development and Organisation policy/process.
- Work method is subject to general instructions with individual approach and creativity encouraged to suit the project and staff.
- Assistance is available from the Senior Business Analyst.
- Progress is reviewed periodically.

Work complexity

Most challenging duties typically undertaken:

- Optimise the organisation's efficiency through system analysis and project management.
- Bring order to requirements which could be unpredictable and conflicting.
- Present technical information in an audience appropriate way to all levels of the organisation.
- Ensure the quality of products delivered to business units.
- Maintain a strong awareness of industry best practice and advancements in technology.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> Tertiary degree in Information Technology, Computer Science or equivalent. A valid driver's licence required*¹. 	<ul style="list-style-type: none">

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> Four plus years' experience consisting of at least three plus years' experience of business analysis. One plus year's project management experience. 	<ul style="list-style-type: none">

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none">
Working knowledge	<ul style="list-style-type: none"> Excellent project and time management skills. Excellent skills in Microsoft Outlook, Word, Excel, PowerPoint and Visio. Working knowledge of Microsoft Project. Well-developed written and verbal ability. Knowledgeable in the use of UML and Use Cases. In-depth understanding of the Software Development Life Cycle. In-depth understanding of the Development Services software methodology.
Awareness	<ul style="list-style-type: none"> Community, cultural and political awareness. Function and capabilities of the Bay of Plenty Regional Council software applications. Capabilities of solution/software development frameworks.

Personal attributes / key behaviours

- Ability for creative thinking and problem solving.
- Capability for critical thinking in the analysis of requirements and development of solutions.
- A professional approach.
- A mature and methodical manner.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

- Sound judgement and initiative.
- Ability to work well in a team or independently.
- Conflict resolution skills.
- A high level of courtesy, listening and communication skills.
- Ability to multi-task, prioritise and escalate where necessary.
- Ability to learn quickly.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal hours.
- Willing to drive Regional Council vehicles.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date