

**POSITION IDENTIFICATION**

<b>Job title:</b>	<b>Associate Analyst</b>
<b>Reporting to:</b>	<b>&lt;insert supervisor's title&gt;</b>
<b>Hours:</b>	<b>Full time</b>
<b>Location:</b>	<b>Sydney based role but travel may be required subject to client demands</b>

**ROLE & RESPONSIBILITIES**

At C Smart an analyst is expected to be flexible and perform a variety of duties depending on the client/project need. This typically includes a variety of activities and responsibilities throughout the systems integration life cycle. An analyst is also a consultant and is expected to conduct their duties as a service provider.

Key activities and responsibilities may include:

- ***Analysis and Solution Definition***
  - Work closely with the others (e.g. clients, business partners and subject matter experts) to define the client organization's direction, structure, business processes and requirements
  - Researches client organization's industry and competitive position
  - Assists in the collection and consolidation of required information and data
  - Evaluate business needs, and contribute to the design and development of a business solution
  - Work closely with developers and end users to ensure technical compatibility and user satisfaction
  - Identify and document requirements via industry standard analysis techniques such as data flow modeling, workflow analysis, and functional decomposition analysis
  - Solicit requirements through interviews, workshops, and/or existing systems documentation or procedures
  
- ***Technical Recommendation and Testing***

- Accurately and efficiently executes test plans
- Assembles and documents all test results
- Retests as necessary
- Write user manuals
- Provide or co-ordinate training to users of a new system
  
- **Project Execution**
  - Ensure timelines and budgets are met, and oversee the implementation of a new system
  - Work within strict deadlines and often aggressive timeframes
  - Understands project plans and is able to clearly articulate roles, project goals, and timelines
  - Takes input from supervisor and appropriately and accurately applies comments/feedback.
  - Adheres to project standards defined by project management
  - Accurately employs our methodology and documentation tools
  - Proactively carries out project support /administrative functions
  - Establishes responsible deadlines and personal work plans and manages time effectively
  
- **Internal Operations**
  - Accurately completes and submits time and expense reports in a timely manner
  - Accurately completes and submits status reports in a timely manner
  - Complies with all our policies and procedures
  
- **Development and Career Management**
  - Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning
  - Seeks input from mentors and supervisors
  - Actively applies feedback received to day-to-day work and strives to improve performance
  
- **Consulting**
  - Focuses on the relationship specifically understanding the personality and expectations of client, client organization and all other stakeholders
  - Analyze the IT requirements of the company and give suggestions of what technology they need to use
  - Train the employees in a new
  - Providing adequate suggestions on strategic planning and operational efficiency
  - Provide support and provision of backup to various types of professionals
  - Accurately estimating costs of systems integration

- Work in a dynamic environment where he/she needs to have more knowledge about the IT industry and should have the necessary project management skills like analytical, problem solving and good communication skills

**COMPETENCIES REQUIRED**

- The following competencies are required for this position:

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Listens to others and accepts input from team members</li> <li>• Clearly articulate ideas and thoughts verbally</li> <li>• Accurately prepares written business correspondence that is coherent, grammatically correct, effective and professional</li> <li>• Building rapport</li> <li>• Relationship building</li> </ul>
<b>Facilitation and negotiation</b>	<ul style="list-style-type: none"> <li>• Strong facilitation skills. Must be able to elicit requirements from various personalities across organizational and geographical boundaries</li> <li>• Influencing</li> <li>• Proven experience at driving consensus across multiple stakeholders</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Establishes harmonious working relationships with team members</li> <li>• Appreciates each team member's contributions and values each individual member</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Proposes solutions to problems and considers timeliness, effectiveness, and practicality in addressing client needs</li> <li>• Generates innovative solutions by approaching problems with curiosity and open mindedness, using existing information to its fullest potential</li> <li>• Digging deeper and deeper until the true situation is uncovered and the real problem has been defined</li> <li>• Sifting through masses of often conflicting data and determining which is relevant and which is not and presenting the results of the analysis in a</li> </ul>

	<p>form suitable for the relevant stakeholders</p> <ul style="list-style-type: none"> <li>• Challenging received wisdom at every turn: Why do you do this? What value does it add? Where is it done? How is it done? Who is or should be responsible? When should it happen?</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Hard working and innovative</li> <li>• Able to work with minimal supervision</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Spends time upfront planning and prioritizing tasks</li> <li>• Seeks clarity of priorities as required</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Understands basic Internet and client/server architectures</li> <li>• Possesses basic knowledge of HTML</li> <li>• Proficient in Microsoft Office suite</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Manages own learning</li> <li>• Has a drive for continuous learning</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Sees the bigger picture and strives to align tasks to bigger picture objectives</li> <li>• Identifies opportunities</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Displays a positive attitude</li> <li>• Demonstrates flexibility in day-to-day work</li> <li>• Sets high standards of performance for oneself</li> <li>• Possess the ability to inspire and motivate others</li> <li>• developing a vision, taking ownership of that vision and ensuring the actions to achieve that vision are implemented</li> </ul>
<b>Client Management</b>	<ul style="list-style-type: none"> <li>• Values internal and external clients and responds to their needs as they arise</li> <li>• Establishes effective working relationship with clients</li> <li>• Follows established communication guidelines</li> </ul>

	<ul style="list-style-type: none"><li>• Uses good judgment in what and how to communicate with clients</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• Must be flexible and willing to undertake a wide variety of challenging tasks</li><li>• Adaptability to change to embrace the continuous changes in IT</li></ul>

**EDUCATION & QUALIFICATIONS**

Bachelor degree in computer science/information technology, or higher qualification OR Bachelor degree in business or commerce, and include studies of computing and management information systems