Business Analysts

Hiring organization
DISR

Employment Type
Contractor

Beginning of employment
Wednesday, 01 July 2026

Duration of employment
12 months with 2 extensions of 12 months each.

Working Hours
40 hours per week Remote working arrangements may be considered on a case-by-case basis in consultation with the supervising manager, subject to business needs. Please indicate clearly in your response the candidates desired work location if outside ACT/Canberra.

Valid through
24.04.2026

Description

The Chief Information Officer Division (CIOD) provides a range of enabling services and operations delivery to the department and to Australian businesses and is seeking experienced and motivated Business Analysts to assist with the delivery of various ICT Projects across the Division including artificial intelligence and emerging technology.

Responsibilities

- Experience in analysis and modelling of current and future business processes and information management environments
- Analyse data related requirements, user pathways and information flows
- Conduct stakeholder engagement activities, analyse customer requirements, and collaborate with technical specialists to develop fit for purpose solutions to business problems
- Develop clear and concise documents including business requirements specifications, business cases, functional & non-functional specifications, process maps, user stories, service design artefacts, communication & change management plans, and reports
- Conduct investigations and undertake technical research & analysis activities based on systems knowledge in alignment with departmental policies and legislations
- Evaluate options for solutions and translate business requirements into techno-functional requirements
- Analyse proposed solutions from a strategic viewpoint considering the broad ranging benefits and impacts across the department and government as a whole
- Experience working in Agile environment to develop requirements artefacts for complex IT systems including website development

Qualifications

You must hold a current Baseline security clearance at commencement.

Experience

The buyer has specified that each candidate must provide a one page pitch to address all criteria specified. This is equal to 5000 characters.

Essential criteria

- Experience facilitating workshops and developing business scenarios, process maps, data models and use cases
- Experience in developing User Stories and acceptance criteria for developers
- Experience working on complex digital projects in an Agile environment
- Excellent communication and presentation skills

Desirable criteria

- Relevant experience in implementing Information Technology Services
- Experience documenting requirements for Office technologies
- Experience using Azure DevOps for user story creation and tracking of acceptance criteria

- Experience or knowledge of Dynamics 365 or Power Platform.