

## **Business Analyst – FMIS/WMS Testing and Onboarding**

Reports to Director Information Technology  
Band Band Classification Level 5, Enterprise Agreement 2018

### **Position summary**

HealthShare Victoria (HSV) is currently completing a project to adopt Oracle FMIS and WMS systems as part of its role as a procurement and supply chain partner to the Victorian Health Services. This role is responsible for testing of the Oracle FMIS/WMS solution and onboarding of key stakeholders in both pre, and post go live activities. Test activities will include the writing and running of scripts to validate end to end functionality, and onboarding activities will include requirements gathering/process mapping along with assistance to the stakeholders in achieving being on-boarded with minimal disruption.

The main activities are:

- Provide assistance to the test lead in for designing, documenting, and testing Oracle application modules.
- Provide a point of contact for project stakeholders relating to the delivery of system testing.
- Maintain issues/enhancements in our ticket tracking tool (ALM).
- Document and validate business requirements, from both a HSV and Health Service perspective, and other artefacts with relevant stakeholders for onboarding activities.
- Build strong stakeholder relationships with business and Health Service stakeholders to assist business groups define their requirements for onboarding and understand the technology impacts in all areas of their business.
- Standardising the on-boarding approach
- As required, work on behalf of HSV to assist in Oracle Support within the Health Services

### **Specific Duties and Responsibilities**

The Business Analyst – FMIS/WMS testing and Onboarding contributes to deliverables of the Oracle Financial Management Information Systems and Warehouse Management System (FMIS + WMS) project team and transitioning to BAU activities post project completion.

### **Design and Development**

- Ensure testing artefacts, either created by external parties or HSV are delivered as a 'fit for purpose', consistent deliverable, that reflects business needs.
- Identify and document system and process changes for HSV and stakeholders, as well as providing input to potential system improvements to be carried out in future.
- Creation of BA artefacts to support the delivery of the FMIS + WMS onboarding.
- Undertake business analysis activities with health services to help in minimising disruption and developing processes for onboarding to HSV's FMIS + WMS.
- Support HSV to implement strategies to develop Supply Chain services based on customer feedback and strategic priorities.

## Management

- Contribute to the Transformation and IT divisions and broader HSV team through participation in formal meetings and other activities as required.
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with Executive Leadership Team (ELT), Senior Leadership Team (SLT), and FMIS + WMS project/support team members including participating in individual and divisional meetings, and by email, IM, and other regular interpersonal communication.
- Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes
- Undertake other tasks or responsibilities as agreed with the Director Information Technology from time to time

## Leadership

- Work with Customer Engagement, Project team and Health Services as a representative of HSV maintaining strong relationships and ensuring positive outcomes.
- Support development of a vision for the division in line with the HSV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Collaborate effectively to ensure FMIS + WMS project team goals are achieved by providing input into decision making and problem solving.
- Maintain strong lines of communication with key stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

## HSV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values:
  - We are customer-focused; we focus on customer and patient outcomes
  - We keep it simple; we strive for efficient and effective ways to achieve our goals

- We are collaborative; we work as a team toward common goals
- We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions, and results
- We inspire confidence; we do the right thing. We are open, honest, and trustworthy

## Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a manager or the IT Operations team.

While the principal duties of this position are as above, the Business Analyst – FMIS/WMS Testing and Onboarding may be required to undertake other duties from time to time.

## Qualifications and Experience

### Academic

- Tertiary qualifications in information systems, business, science, engineering or other relevant discipline. Alternatively, suitable experience in a role encompassing data analysis, administration of data and software development.

### Experience

- 5+ years direct experience in financial systems or WMS business analysis and key artefact development.
- Demonstrated experience working with Oracle eBusiness Suite FMIS and/or WMS systems.
- Previous experience in documenting and running test scripts on for financial/procurement/supply chain systems.
- Project team participation - especially in a project role requiring high degree of autonomy. Substantial exposure to project-based work structures, project lifecycle models, etc.
- Proven experience in mapping business and financial processes spanning disparate business units and systems.
- Experience with business and technical requirements analysis, business process modelling/mapping and methodology development, and data modelling. Strong understanding of end-user needs and requirements.
- Advanced skills and proficiency in Excel, pivot tables, graphs, data presentation.
- Strong knowledge of financial business system and software quality assurance best practices and methodologies.
- Excellent understanding of the organisation's goals and objectives.
- Strong understanding of procure-to-pay and order-to-cash processes.
- Excellent communication skills both written and verbal.
- Health service experience (desirable).