



Role Description

<p>Role Title: Agile Business Analyst & Scrum Master</p> <p>Class: AS06</p>	<p>Group: Enterprise Portfolio Management Office (EPMO)</p>
<p>Reports to: Portfolio Manager</p>	<p>Direct Reports: Nil</p>
<p>Role Purpose</p> <p>The Agile Business Analyst & Scrum Master will be accountable to the Portfolio Manager for supporting teams with agile principles and values and the delivery of business analysis across the portfolio. The role will work closely with the agile practitioners, teams, and stakeholders to support the organisation to maximise the value we deliver.</p>	
<p>Key Results Area</p> <ol style="list-style-type: none"> 1. Serve as a dedicated Scrum Master for the project, fostering an agile mindset and driving the adoption of Scrum principles. 2. Facilitate daily stand-up meetings, sprint planning, sprint reviews, and retrospectives, ensuring effective communication and collaboration. 3. Remove obstacles and impediments that may hinder the progress of the project team, enabling them to deliver high-quality results. 4. Work closely with the Technical Project Manager and stakeholders to define and prioritize the project backlog and user stories. 5. Empower the team to self-organize and make decisions, promoting a culture of accountability and continuous improvement. 6. Coach the team on agile practices, principles, and ceremonies, ensuring adherence to Scrum practices and values. 7. Monitor sprint progress and track key performance metrics, providing transparency and insights to stakeholders. 	

<p>Qualifications</p> <ul style="list-style-type: none"> • An appropriate tertiary degree in education and/or training, or • Scrum Master qualification.
<p>Corporate Responsibilities</p> <ul style="list-style-type: none"> • Keeping accurate and complete records of business activities in accordance with the State Records Act 1997. • Undertake duties in accordance with the SACE Board delegations, and SACE Board and Government policies, procedures and legislative obligations. • Maintaining a commitment to equal employment opportunity, inclusion and diversity, and work health and safety.
<p>Special Conditions</p> <ul style="list-style-type: none"> • Some out-of-hours work. • The incumbent works under the SACE Board of South Australia Act 1983. • Appointment is subject to a satisfactory clearance in accordance with the SACE Board policy.
<p>Technical Capabilities</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Initiate and develop partnerships with customers to define and evaluate service performance outcomes which incorporate the needs of customers in the business process design. • Demonstrate business analysis skills, providing critical analysis, creative thinking, judgement and guidance to inform business solutions. • Experience in the development and implementation of business solutions, demonstrating high levels of problem solving, negotiation, analytical and conceptual skills. • Demonstrated knowledge of system development methodologies, business process modelling, business systems architecture and information management policies and guidelines. • Demonstrate experience in documenting and presenting complex technical information effectively using appropriate channels and tools, clear language, logical flow of information and well-designed formats suited to the information being conveyed and the audience.

<p>Desirable</p> <ul style="list-style-type: none"> • Demonstrated knowledge in project management methodologies and practices. • Experience using JIRA tracking software system. 					
<p>SACE Board Capability Framework ("The Framework")</p> <p>The SACE Board Capability Framework spans across five (5) levels.</p> <table border="1" data-bbox="1205 373 2033 464"> <tr> <td>Foundation (AS01-2)</td> <td>Intermediate (AS03-5)</td> <td>Advanced (AS06-7)</td> <td>Expert (AS08-MAS3)</td> <td>Architect (Executive)</td> </tr> </table> <p>This role is at an Advanced level within the Framework. Candidates should refer to Attachment One (1) regarding capabilities and behavioural indicators required for this level.</p>	Foundation (AS01-2)	Intermediate (AS03-5)	Advanced (AS06-7)	Expert (AS08-MAS3)	Architect (Executive)
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