

Position Description – Senior Business Analyst

Position Details

Position Title: Senior Business Analyst

College/Portfolio: Operations **School/Group:** Data & Analytics

Campus Location: Primarily based at Melbourne City campus, cross-campus engaged as required.

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Lead Data Management Analyst

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

- Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.
- Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment:
<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

Data & Analytics

The Data & Analytics team is RMIT's central function responsible for managing data as a strategic asset and enabling confident, evidence-based decision-making across the University. Operating through a hub-and-spoke model, the function provides enterprise leadership in data management, information governance, analytics, reporting and data platforms, while partnering closely with portfolios to meet local needs.

Data & Analytics sets common standards, governs data quality and integrity, and delivers trusted insights that support institutional performance, regulatory assurance and RMIT's Knowledge with Action strategy

Position Summary

The Senior Business Analyst is a key contributor within the Data Management & Governance team, supporting RMIT to improve the quality, integrity, compliance and lifecycle management of enterprise data and information.

Reporting to the Lead Data Management Analyst, the role provides senior-level business analysis across data governance, data quality, metadata, retention, minimisation and regulatory compliance initiatives. It translates policy, risk, regulatory and business requirements into clear requirements, redesigned processes and implementable business and technology solutions that strengthen RMIT's data foundations.

Operating across portfolios, the role partners closely with Information Trustees, Stewards, business leaders and delivery teams to embed governance practices, retention-by-design, uplift data maturity, and ensure data and information are managed consistently, ethically and in line with University obligations.

Key Accountabilities

- Lead business analysis for initiatives relating to data governance, data quality, metadata, information classification, retention and disposal.
- Translate policy, regulatory and risk requirements into clear business and functional requirements, process changes and controls.
- Support the implementation of enterprise data management capabilities that enable consistent data use, reporting and analytical activity.
- Maintain traceability between governance requirements, business processes and implemented solutions.
- Analyse current-state information and data management processes, identifying control gaps, inefficiencies and risks.
- Design future-state processes that strengthen compliance, reduce duplication and support consistent practices across the University.
- Apply continuous improvement approaches to uplift the maturity, clarity and effectiveness of data management and governance processes.
- Work with the Lead Data Management Analyst and delivery teams to ensure governance solutions are practical, adoptable and embedded into BAU.
- Support change impact assessment, user engagement and transition activities for data governance initiatives.
- Contribute to the development of guidance, artefacts and materials that support consistent adoption of data management practices.
- Embed privacy, records, retention, security and regulatory considerations into analysis and solution design.
- Support assurance activities by ensuring governance processes are well-defined, auditable and consistently applied.
- Contribute insights to risk assessments and control design relating to data management and governance.

Key Selection Criteria

- Demonstrated experience leading complex business analysis across enterprise data governance, data quality, metadata management, information classification, retention and disposal, or related information management domains.
- Ability to interpret policy, regulatory, privacy and risk requirements and translate them into clear business and functional requirements, redesigned processes, controls and implementable solutions.
- Demonstrated experience analysing current-state business processes to identify risks, control gaps and inefficiencies, and designing future-state processes that strengthen compliance, reduce duplication and improve consistency at an enterprise level.
- Strong ability to work collaboratively across portfolios, partnering with Information Trustees, Stewards, business leaders and delivery teams to embed governance practices and support adoption of change.
- Demonstrated experience contributing to assurance activities, risk assessments and control design, with the ability to ensure processes are well-defined, auditable and consistently applied.
- Experience supporting change impact assessment, user engagement and transition activities, and applying continuous improvement approaches to uplift process maturity and effectiveness.
- Highly developed communication skills, with the ability to produce high-quality analysis artefacts, guidance and documentation for diverse technical and non-technical audiences.

Qualifications

A tertiary qualification in Business Analysis, Information Systems, Data Management, Information Management, Computer Science, or a related discipline, or an equivalent combination of relevant experience and education.

Desirable (but not mandatory):

- Experience working in a large, complex or regulated environment, such as higher education or government.
- Knowledge of privacy, records management, information governance or data governance frameworks (e.g. DCAM).

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.