



## Business Analyst Team Leader

Ashurst's Digital Practice Solutions Department, Australia

### Recruitment

<b>About Ashurst</b>	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit <a href="http://www.ashurst.com">www.ashurst.com</a>.</p>
<b>Department/Role overview</b>	<p>The DPS team works with the Firm to assist in defining and delivering the firms strategy and processes, while also providing a stable platform for day to day tasks, utilising our core products of Elite 3E and Intapp.</p> <p>Business Analyst Team lead - As a Lead Business Analyst you will manage a Global Team of 4 people, with key responsibilities including managing project roadmaps, defining technical requirements and driving the implementation of business solutions to meet the businesses requirements . You'll also mentor and supervise junior analysts, review and analyse user requirements, and create detailed functional specifications (FRDs). Additionally, you'll possess strong planning, communication, and presentation skills, as well as in-depth practical knowledge of project or program management methodologies, tools, and techniques.</p> <p>In this role, some travel may be required.</p>
<b>Main responsibilities</b>	<ul style="list-style-type: none"><li>• Provide system support and solutions for the Elite 3E system, plus others as required.</li><li>• Mange, lead and develop the Business Analysts under your remit.</li><li>• Review, document and enhance business processes aligned to 2027 Strategy.</li><li>• Lead meetings and workshops to provide end to end solutions including; specification and design, estimation and planning, testing and support.</li><li>• Manage Projects and workstacks and prioritise accordingly utilising Jira and Agile methodologies.</li><li>• Assist in the development of the firm's practice management and financial systems by proposing changes based on requirements.</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise with business users as required, maintaining a high level of service within all aspects of the individual's work.</li> <li>• Work collaboratively as part of a team or individually to achieve business outcomes, maintaining constructive working relationships with peers.</li> <li>• Plan, design, develop, and launch efficient business, financial, and operations systems in support of core organisational functions and business processes.</li> <li>• Gather and analyse data in support of business cases, proposed projects, and systems requirements.</li> <li>• Unit and user acceptance testing of software to ensure the solution is correct, fixing errors where they occur, and rerunning and rechecking the programme and processes until it produces the correct outcomes</li> <li>• Key Stakeholder Management and Engagement across Global Business with key point of contact in Australia.</li> <li>• Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.</li> </ul>
<p><b>Essential skills and experience</b></p>	<ul style="list-style-type: none"> <li>• Extensive experience with commercial software support and analysis.</li> <li>• Experience of Business Analysis and requirements gathering using appropriate tools and techniques (e.g. Visio, etc).</li> <li>• Experience of producing Business Process documentation including process diagrams and supporting documentation.</li> <li>• Experience in writing Functional Requirement Documents (FRD's) and business cases.</li> <li>• Involvement in Business Process Redesign.</li> <li>• Experience of change control processes including producing of specifications for system changes, configuration control processes, JIRA software, impact analysis, etc.</li> <li>• Excellent communication skills.</li> <li>• Ability to produce accurate time estimates for work to be undertaken and drive to ensure commitments are achieved.</li> <li>• Tactful and diplomatic when in pressured situations.</li> <li>• Uses initiative - 'can do' approach.</li> <li>• Quality orientation evidenced by attention to detail and high work standard.</li> <li>• Ability to communicate effectively with various levels of customers.</li> <li>• Excellent Time management and workload prioritisation with understanding that this is a Global role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in Project management with Scrum and Agile being advantageous.</li> </ul>
<b>Desired skills and experience</b>	<ul style="list-style-type: none"> <li>• Microsoft SQL scripting</li> <li>• Business Analyst certifications (either current or in progress).</li> <li>• Previous experience in finance or legal sectors.</li> <li>• Previous experience working with financial systems such as Elite 3E and Intapp.</li> <li>• Experience working in a team that supports <b>GLOBAL</b> business-critical applications.</li> <li>• Experience of IT Projects and Transformational Change.</li> <li>• Familiarity with cloud-based business software is a plus.</li> <li>• Experience working across departments as a Business Analyst or Consultant.</li> <li>• Analytical and problem-solving skills.</li> <li>• Strong communication skills and ability to influence diverse stakeholders.</li> <li>• Positive, can-do attitude.</li> </ul>
<b>Background checks</b>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>