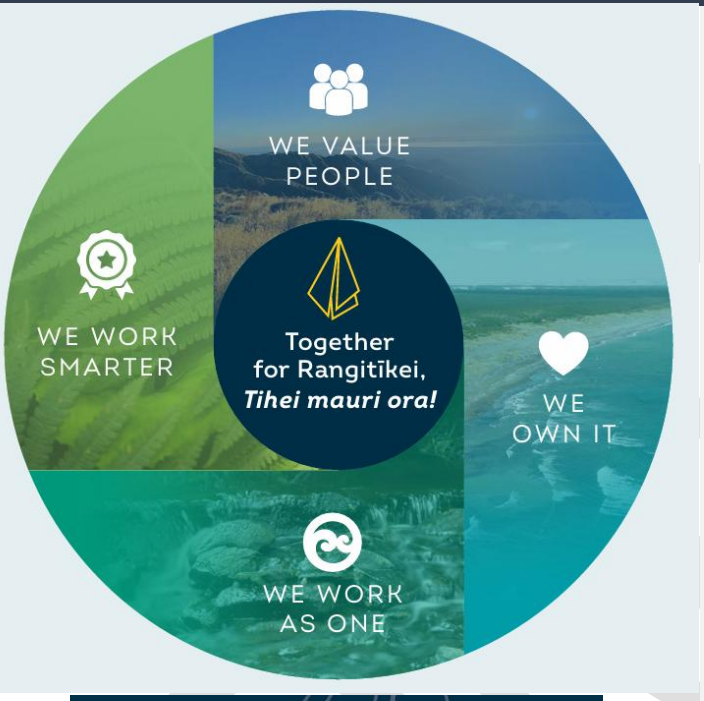
RANGITĪKEI DISTRICT COUNCIL
Making this place home.

Business Analyst & Project Manager

Lead and support projects and undertake business analysis both within Information Services and across Council, working with teams to understand business needs, analyse systems and processes, and deliver practical solutions in collaboration with your team members. The role will manage assigned projects from planning through to implementation, ensuring solutions meet business requirements and support Council's strategic priorities.





Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Business Analyst & Project Manager - that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Maintain an in-depth understanding of Council's systems, applications and integrations to provide informed advice and support effective business solutions.
- Partner with teams across Council to understand business needs and translate these into clear, documented business and project requirements.
- Lead or undertake reviews of systems and processes to identify improvements and develop practical solutions aligned with Council's strategic framework and priorities.
- Manage assigned minor to medium sized projects through to closure, maintaining appropriate documentation and managing scope, timelines, risks, issues and dependencies, with escalation where required.
- Coordinate communication and collaboration between business teams, Information Services, technical specialists and external suppliers to support successful project delivery.
- Coordinate testing, implementation, change management and handover so new or changed systems and processes are supported by appropriate documentation and training.
- Monitor and review project and solution outcomes against agreed business requirements and intended outcomes, and provide advice and assistance to support continuous improvement.
- Own and maintain the Information Services instance of Monday.com to support the team's project management needs.

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests
- for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

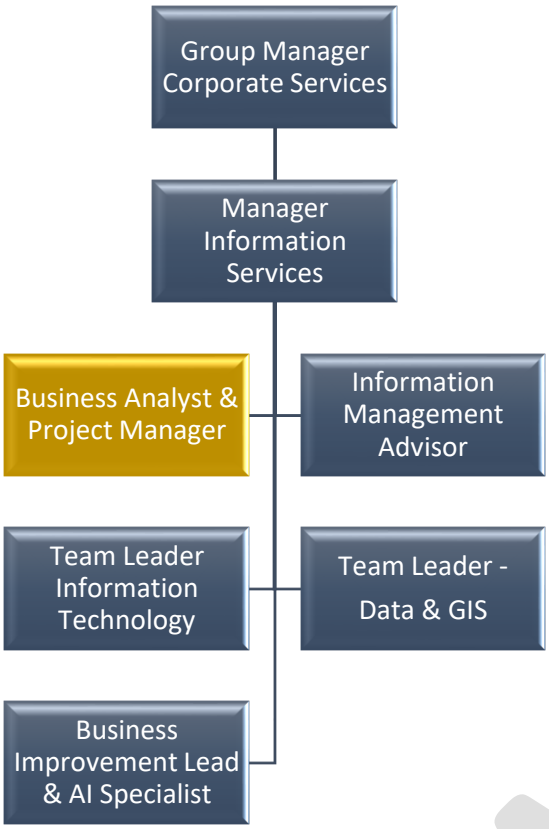
Health and safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

What you will bring

- A relevant tertiary qualification in Business, Information Technology, Project Management or a related discipline and/or equivalent practical experience.

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- Strong knowledge of business analysis and project management methodologies, tools and techniques.
- Experience analysing business systems and processes and developing practical solutions to business problems.
- Demonstrated experience planning and delivering projects within agreed scope, timelines and outcomes.
- Strong analytical and problem-solving skills, with the ability to turn complex information into clear and actionable recommendations.
- Experience identifying and managing project risks, issues, dependencies and changing priorities.
- Excellent verbal and written communication skills, with the ability to communicate effectively with both technical and non-technical stakeholders.
- Strong interpersonal and facilitation skills, with the ability to work collaboratively across teams and with external suppliers.
- Ability to learn and adapt to new systems, technology and ways of working in a changing environment.

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