

EMPLOYMENT INFORMATION KIT

BUSINESS ANALYST



ABOUT THIS INFORMATION KIT

Thank you for your interest in employment with EastLink.

This Employment Information Kit provides you with the relevant information you need about this opportunity to help you decide whether to apply for this position.

Outlined in this document are details about EastLink, information about the recruitment department and position, the selection process and information on how to prepare your application.

You are encouraged to read this information carefully in order to develop an understanding of the requirements. You should assess yourself against the key selection criteria before deciding to apply for the position and prepare an application according to the guidelines outlined in this information kit.

RECRUITER CONTACT DETAILS

Telephone enquiries for this position can be directed to Allison Stewart on 9955 1783

Unless otherwise stated, correspondence in relation to this position should be forwarded to: draft-

Human Resources
EastLink
2 Hillcrest Avenue
(PO Box) 804
Ringwood Victoria 3134

Candidate applications can be submitted via email in Microsoft Word or PDF format to recruitment@connecteast.com.au

ABOUT EASTLINK

ConnectEast is the owner and operator of EastLink, Melbourne's second fully-electronic tollway and, since its opening in June 2008, already one of the busiest roads in Victoria.

EastLink comprises about 39km of freeway-standard road and connects the Eastern Freeway in Melbourne's east to the Frankston Freeway in the south. EastLink also includes the Ringwood Bypass and Dandenong Bypass as untolled additions to the state road network.

EastLink was delivered by ConnectEast under the Victorian Government's Partnerships Victoria framework with a construction cost of Au\$2.5 billion.

The motorway saves drivers valuable time and provides the fast-growing eastern and southern regions of Melbourne with a more efficient and accessible transport network, as well as a 35km shared bicycle and walking path for local residents, wetlands and revegetation of open space areas and parkland.

Currently EastLink employs more than 150 people in a range of highly specialised operational and support roles across the organisation including:

- Asset and Road Management
- Information Technology
- Corporate Affairs
- Customer Service
- Finance
- Operations
- Legal
- Human Resources
- Marketing
- Risk, Safety and Internal Audit

With the lowest private tolls in Australia, EastLink is committed to providing Victorians in Melbourne's rapidly growing eastern and south-eastern suburbs with an affordable travel option, supported by high quality and friendly customer service.

OUR VALUES

We Care about our employees, colleagues, customers, the environment and the EastLink asset.

Safety is at the forefront of all of our decisions, we look after each other and everyone on EastLink.

We encourage **One Team** and share ideas across the organisation and with others and turn what we learn into smarter ways of working.

We deliver on our commitments and take **Accountability** for our own actions.

RECRUITMENT PRIVACY STATEMENT

EastLink is committed to protecting privacy and maintaining the confidentiality of personal information collected in the course of carrying out its functions in accordance with its obligations set out in the Concession Deed.

Consistent with EastLink's Privacy Policy, this statement outlines Human Resources policy for dealing with resumes and other personal information that may be disclosed to EastLink in relation to employment opportunities with the organisation.

During the recruitment and selection process EastLink collects a range of personal information such as resumes, academic transcripts and references. Further personal information may also be collected during the selection process including, but not limited to, telephone screening, telephone interviews, psychometric assessments, competency and skills assessment, health information, criminal history and reference checking.

This information will be treated in the strictest confidence and will only be used for the purpose of tracking an application's history, assessing a candidate's suitability for employment and eligibility for an appointment with the organisation and to improve EastLink's recruitment and selection processes through periodical analysis.

In performing its functions, Human Resources may also disclose the information provided by candidates to referees, recruitment agencies and other third parties who assist EastLink in the recruitment and selection process.

Human Resources may also disclose information provided by candidates internally for the purposes of consideration for other employment opportunities within EastLink. Candidates should advise EastLink if they do not wish to be considered for a position other than the position applied for.

Candidates will be sourced directly and through third party agencies. All candidates will have access to an Employment Information Kit or Position Brief and be provided information about the organisation's identity, values, employment policies, hiring department, role responsibilities, inherent requirements, behavioural competencies, selection processes and other important employment information.

The provision of personal information in the context of an employment application is voluntary, but where information is not provided or is insufficient or inaccurate, EastLink may be unable to fully process the application or properly consider the candidate's suitability or eligibility for employment.

Candidates may submit modified information or additional information for consideration in relation to their application up to the closing date, if any, for the advertised vacancy. If at any time a candidate's details change, the candidate may correct the information held by EastLink.

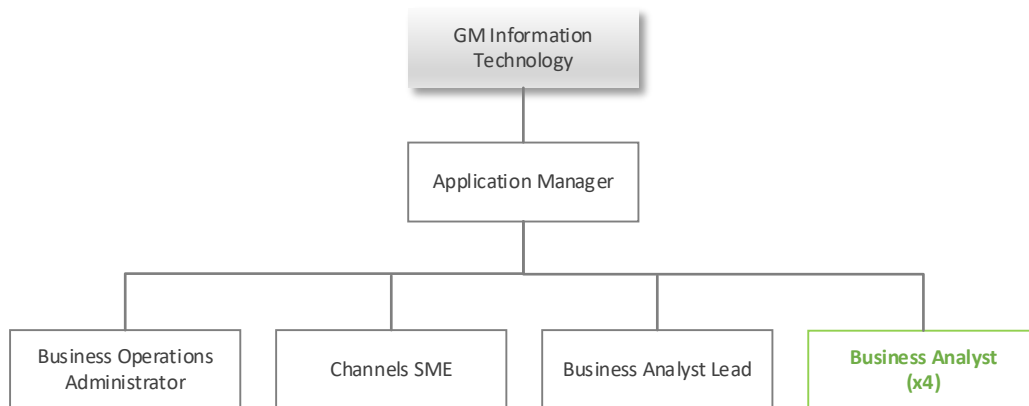
Information collected during the recruitment and selection process will be stored securely either in a confidential electronic file or in a locked cabinet. Hard copy information collected will be destroyed after three (3) months via a confidential waste paper disposal method.

The information provided by candidates who are subsequently successful in their application will form the basis of their employment records.

All queries in relation to employment applications should be directed to Human Resources on 9955 1700.

ABOUT THE POSITION

THE DEPARTMENT



THE POSITION

The primary purpose of this role is to:

- Understand the structure, policies, and operations of EastLink,
- Be competent in analysing and troubleshooting issues with EastLink's tolling system,
- Recommend solutions that enable EastLink to achieve its goals,
- Work to implement those solutions.
- To be the functional expert in a number of business areas supported by EastLink's tolling system and be the point of contact between the business and external parties in relation to the delivery of solutions

ROLE RESPONSIBILITIES

Key tasks of the Business Analyst role include, but are not limited to:

Support and Maintenance

- Consistently work on building the department's knowledge base by pro-actively recording processes, procedures and the resolution of issues in the departments incident reporting systems (Cherwell, JIRA and HP Quality Centre).
- Work to become familiar with the operation of the tolling system's components including, but not limited to: BIS, TOS, IPS, EVD, BRD and EastLink.com.au, and the test infrastructure used to support those systems.
- Pro-actively monitor the team's ticket queue and respond in a timely manner to issues raised in the tolling system.
- In conjunction with other staff and suppliers, monitor and investigate the cause and effect of issues within the tolling system.
- Demonstrate a sound knowledge of the BIS system and its subsystems to detect system errors and implement corrective advice.
- Provide ad-hoc and standard reporting to management as required.
- Provide data to third party vendors as authorised by management.

Tolling system changes and new projects

- Development of tolling system changes and new systems by participating in scoping studies and workshops, cost estimation and business case development.
- Work with the business to develop requirements for changes and new systems.
- Develop requirements into business process models and specification documents for the business and third-party suppliers.
- Act as technical liaison between the business and the system delivery team to identify and elaborate on all processes such that all requirements are accurately defined.
- Initiate and coordinate system enhancements including the prioritisation of competing system changes, testing plans and their execution.
- Maintain accurate records of changes to requirements and processes.
- Accept new versions of tolling system components from suppliers into the test environments.
- Based on specification documents; prepare test plans and cases.
- Test new versions of tolling system components and write result reports based on the outcome of testing.
- Raise defects back to suppliers as required as issues become apparent in testing.
- Contribute to meetings during which the suitability and fit for purpose of new software releases will be assessed.
- Work with other staff and suppliers to draw up implementation and roll back plans for the deployment of new software releases.
- Participate in the development of operational procedures and work instructions.
- Develop manual workarounds (where required) to support operational activities.

Automation Framework

- Take responsibility for the maintenance of the BIS testing automation framework including ensuring that all software items are maintained to the latest versions, and the system remains operational given changes to the IT infrastructure.
- Keep up to date the documentation relating to the automation framework and enhance that documentation over time. Documentation to include technical architecture description, user guide, system configuration guide and test contents.
- Maintain and enhance the test suite within the automation framework over time. Add new tests to the suite where appropriate and modify existing tests when required by changes to BIS.
- During testing of BIS releases operate the automation framework and publish test reports to support the test program.

Reporting

- Take responsibility for the maintenance of the BIRT reporting tool within BIS including ensuring that it is maintained to the latest version, and the system remains operational given changes to the IT infrastructure.
- Keep up to date the documentation relating to the BIS reporting framework and enhance that documentation over time. Documentation to include a user guide and system configuration guide.
- Maintain and enhance the suite of reports within BIS as requested by the business and IT. Add new reports to the suite where appropriate and modify existing reports when required by changes in BIS.
- During testing of BIS releases ensure that the reporting function remains operational and correct.
- Be watchful for new reporting systems and technologies that may help EastLink and bring them to the attention of the Application Manager.

General

- Participate willingly and positively in the orientation and training of team members in specific areas providing support as required.
- Proactively work on building skills in the areas of innovation planning, project definition and design, the tender process and documentation.
- Develop a respected and trusted relationship with internal and external stakeholders.
- Develop processes and procedures to ensure consistent high-quality business analysis and change outcomes.
- Actively participate within the team to ensure that the team achieves corporate and departmental objectives and goals.
- In conjunction with the other staff, minimise the risk of incurring financial KPI penalties through the early identification of issues and the implementation of corrective actions to mitigate risks of non-compliance.
- Take responsibility for determining the appropriate resolution for escalated and challenging issues.
- Manage work requests from external parties.
- Understand and apply knowledge on the policies, procedures and work instructions provided by EastLink.

KEY SELECTION CRITERIA

In addition to the behavioural competencies outlined in this document the key selection criteria is as follows:

FORMAL EDUCATION

- Degree in Information Technology or Software Engineering or comparable industry relevant experience.

SKILLS / KNOWLEDGE / ABILITIES

- Proven track record as an analyst, demonstrating significant experience in analysis, problem solving and solution recommendation.
- Experience in a fast paced, flexible environment.
- Experience in dealing with high volume transaction rate, small value transaction systems in a customer service environment.
- Previous administrative experience.
- Experience using computers and other technologies.

KEY COMPETENCIES

- Flexibility to cope with peaks and troughs of the project schedule including managing demanding periods (including long hours).
- Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions and make decisions.
- Logically integrates various ideas, intentions, and information to form effective goals, objectives, timelines, action plans, and solutions.
- Effectively organises multiple tasks / assignments, sometimes of a complex nature or involving competing priorities, to produce work that is accurate, thorough, and on time.
- Effectively conveys ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
- Effectively identify, collect, organise, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
- Effectively handles highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping to calm others.
- Ability to meet tight deadlines.
- Use intelligence, common sense, hard work and tenacity to solve particularly difficult or complicated challenges.
- Adapts easily to changing business needs, conditions and work responsibilities. Adapts approach, goals and methods to achieve successful solutions and results in dynamic situations.
- Is thorough when performing work and conscientious about attending to detail.
- Is self-directed and motivated and can work effectively with freedom from control or influence of others.
- Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

- Accepts personal responsibility for the quality and timeliness of work. Can be relied upon to achieve results with little need for supervision.
- Uses learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Well-developed interpersonal skills and demonstrable verbal and written communication skills.
- Ability to develop the skills and performance of all team members.
- Complies with policies, procedures, workflows and instructions.
- Earns the trust, respect, and confidence of the team members and customers through consistent honesty, forthrightness and professionalism in all interactions.
- Understands and follows applicable legislation, regulations, and other standards to establish and/or maintain a safe work environment.
- Identifies what needs to be done and proactively takes appropriate action.
- Uses lateral thinking, common sense and tenacity to decipher particularly difficult or complicated matters.
- Responds to difficult, stressful or sensitive interpersonal situations in ways that reduce or minimise potential conflict and maintains good working relationships among internal and external customers.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to nonverbal cues, and responds appropriately and effectively.

INHERENT REQUIREMENTS

EastLink has identified the following inherent requirements that are essential for the effective and safe performance of this role.

PEOPLE

- Accessing, viewing and updating sensitive information which may relate to customers, employees and/or company intellectual property;
- Honest, trustworthy and high level of integrity;
- Interacting with colleagues and senior management from across the organisation;
- Interacting with suppliers and contractors providing a service to EastLink; and
- Working independently and also within a team.

WORK ENVIRONMENT

- Adjusting ergonomic equipment such as a computer and/or chair height which may be required due to sharing resources;
- Be eligible to hold a current security pass for EastLink workplaces;
- Working across multiple locations which requires travel between such locations;
- Working in a multi-storey building;
- Working in an open plan office;
- Working within an audited work environment, receiving regular performance related feedback; and
- Meeting reasonable occupational health and safety standards which are in direct compliance with relevant laws.

RESOURCE UTILISATION

- Using technology including photocopier, fax machine, etc;
- Using a telephone with handset or headset; and
- Using computer technology; including a large scale visual display unit, computer keyboard, mouse and/or scanner for extended periods of time.



PHYSICAL

- Ability to speak and be clearly understood on the telephone;
- Being seated at a desk for prolonged periods of time while operating technology;
- Concentrating for reasonably long periods of time;
- Extended reaching;
- Keyboarding tasks;
- Listening, retaining information and understanding what is said; and
- Undertaking tasks which are visually demanding or critical for long periods of time.

ELIGIBILITY TO APPLY

To be eligible for employment with EastLink, you must be an Australian citizen, an Australian permanent resident, a citizen of New Zealand who entered Australia on a current New Zealand passport or a non-Australian citizen holding a valid visa with work entitlements.

KEY SELECTION CRITERIA

Advertised vacancies often attract a number of very good quality candidates so it is in your best interest to prepare an application that will demonstrate to EastLink that you are able to satisfy the requirements of the role.

Before you begin your application it is important that you read this document carefully and decide whether your skills and abilities match the requirements of the position. If you require additional information to make this assessment it is recommended that you phone Human Resources for a confidential discussion.

You may also wish to research additional information which may be sourced from documents found on our Internet site – www.eastlink.com.au

The key selection criteria outlined in the advertisement and/or this document describes the essential areas against which EastLink will assess your employment application.

This is the most important part of your application as it is your opportunity to inform EastLink about your skills, abilities and experience. Under each key selection criterion you should outline your relevant skills and abilities and give relevant examples that demonstrate that you meet the requirement.

The information you provide against the key selection criteria will form the basis for short listing candidates for further consideration. It is important that you address each criterion thoroughly but succinctly and include only information that is relevant to the position.

SUBMITTING AN APPLICATION

Written applications are to be sent to the address nominated in the advertisement or this document. Your application must arrive before the advertised closing date to ensure consideration.

As outlined above, your application covering letter should contain statements addressing the selection criteria. In addition, a resume, which includes your personal particulars including day time contact details, employment history (list your most recent employment first), relevant qualifications and the names and contact details for at least three recent referees, including current manager or supervisor should also be provided.

Some things to remember:

- Be concise and organise your application
- Provide relevant examples when addressing the selection criteria
- Please don't include copies of qualifications or certificates (these can be obtained later)
- If forwarding your application by mail, please don't insert your application in folders, they are only discarded and disposed of prior to your application being considered

Please be advised that applications which do not include a covering letter addressing the selection criteria and a current resume will not be considered.

SELECTION ACTIVITIES

The selection process for this role consists of a number of important components all of which require success to be eligible for an appointment.

INITIAL SCREENING

The selection process begins with EastLink reviewing your resume and making an assessment of your skills, knowledge and abilities giving consideration to our education, experience and employment history and assessing their relevance to the requirements of the position. It is important, therefore, that your application addresses all aspects of the selection criteria as clearly as possible. Spelling and grammar are an important element to your application, so you should review your application carefully prior to sending.



TELEPHONE SCREENING

Human Resources may contact you by telephone to discuss your application and the position further. This is your opportunity to represent yourself, and to discuss why you have applied for the position. You will be able to talk about your expectations and find out more about the position and work environment.

INTERVIEW

Short listed candidates will be interviewed by a small selection panel at either EastLink's Ringwood Office. If you have any special requirements (eg. disabled parking, wheelchair access) please contact Human Resources so that appropriate arrangements can be made.

The selection panel will ask you a series of behaviour based interview questions related to the selection criteria. At the interview, the panel will be seeking to determine your relative strengths and weaknesses in relation to the position by asking you about specific examples or occasions when you have displayed the required competencies.

You will have the opportunity to ask questions, given the chance to demonstrate your interest in and understanding of the position and its duties. You should allow up to an hour and a half for an interview. It isn't necessary to bring anything with you to the interview.

Candidates short listed at this stage of the selection process may be required to attend a second round interview.

TECHNICAL SKILLS ASSESSMENT

Short listed candidates may be requested to complete technical competency assessment following the interview.

QUALIFICATIONS

If you list formal qualifications on your application, please note that you may be required to provide the original qualifications at any time during the selection process.

However, if you are the successful applicant, either on engagement, promotion or transfer, you will be required to provide the original qualifications prior to commencement in the position.

PRE-EMPLOYMENT CHECKS

EastLink is committed to providing a safe and healthy working environment for its employees, contractors and visitors. To achieve this, EastLink strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety.

To assist EastLink in achieving this objective, short listed candidates will be required to complete a pre-existing health declaration and must disclose any/all pre-existing injuries or diseases suffered, which, they reasonably believe could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by them undertaking this role.

Short listed candidates may be required to undergo a vision assessment by an Optometrist and a hearing assessment by an Audiologist prior to commencing employment. The cost of this consultation will be met by EastLink.

REFEREES

In accordance with EastLink policy a minimum of three (3) professional referees are required. This should include, where practicable, the most recent manager / supervisor who can be contacted to discuss the employment application.

ELIGIBILITY FOR APPOINTMENT

Candidates who complete the selection process and meet all the selection criteria will be eligible for appointment with EastLink. Where there are more eligible candidates than available positions, offers of employment will be extended to those candidates whose attributes are most closely aligned with the organisation's requirements.



OTHER INFORMATION

POSITION STATUS

This position is offered on a fulltime basis.

REMUNERATION

The total remuneration, which includes superannuation, offered for this role will be negotiated with the employee.

COMMENCEMENT

The commencement date for these positions is immediate start.

PROOF OF ENTITLEMENT TO WORK

Upon commencement of employment with EastLink all new employees will be required to confirm their identity and present proof of entitlement to work in Australia. The following documents will be accepted:

- Australian birth certificate
- Australian citizenship certificate
- Certificate of evidence of citizenship
- Australian passport
- Valid visa with permission to work

PROBATION

All new employees of EastLink will be subject to a probationary period of six (6) months. Confirmation of continuing employment beyond the end of the probationary period will be provided before the expiry of the probationary period and will be contingent upon satisfactory performance, satisfactory behaviour and meeting any necessary security clearance or other specified employment pre-requisite requirements.

POLICE CHECK

Successful applicants shall be required to consent to, and satisfactorily complete, a criminal history check upon commencement of employment at no cost to the employee.

LOCATION

This role will be based at EastLink's Head Office in Ringwood.

HOURS OF WORK

Shift lengths will typically be 7.5 hours. However, the successful applicant may be expected to work hours as is reasonably necessary for the proper performance of their duties whether during or outside normal business hours.

TRAVEL

Travel expenses, as per EastLink policy will be reimbursed to employees requested to attend a location that is not their normal work location. The amount paid for motor vehicle expenses will be based on the Australian Taxation Office provided schedule and will be calculated on the additional distance they are required to travel over and above their normal travel between home and work.

WORK LIFE BALANCE

A number of initiatives have been introduced across the organisation which demonstrates our commitment to work life balance. These initiatives are underpinned by our values and behaviours and are embedded in policy and procedural arrangements.

EastLink is committed to conditions of employment that support employees to achieve a successful work life balance through diversity of choice with regards to work patterns and a range of leave arrangements to enact the *Time Better Spent* philosophy of a better balance of work, family and lifestyle commitments benefiting employees and the organisation.

Some of the arrangements that EastLink supports includes:

- Flexible Working Hours
- Part Time Work
- Job Share
- Internal Promotional Opportunities
- Time in Lieu
- 48/52 Leave



BENEFITS

EastLink also offer a range of benefits to enhance the employment experience of its people which include:

- Employee Tolls Reimbursement
- Fruit in the Workplace
- Health & Wellbeing Program including health assessments
- Employee Assistance Program
- Social Club
- Discount Employee Benefits
- Subsidised study fees

SMOKE FREE WORKPLACE

The health dangers associated with active smoking are well known. EastLink also recognises that passive smoking may be hazardous to health and that non-smokers should be protected from the involuntary inhalation of second hand tobacco smoke.

EastLink is a smoke free environment and smoking on EastLink work premises is not permitted.