

## Position Description

<b>Position Title:</b>	<b>Business Analyst</b>
<b>Reports to:</b>	Project Manager
<b>Direct Reports:</b>	N/A
<b>Full/Part time:</b>	Fixed-term
<b>Location:</b>	Head Office, 62 Ascot Road
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Abodo Whanau specifically Sales, ops and production teams</li> <li>▪ Key suppliers</li> <li>▪ Key customers</li> </ul>

### Main Purpose (Summary)

The Business Analyst (BA) will play a critical role in transforming the business through the implementation of a new ERP system. This role is essential for ensuring that business processes are accurately documented and performance monitoring tools are effectively implemented.

### What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

#### Documentation of Business Processes

- Accurately document current and future-state business processes transformed by the ERP system.
- Collaborate with cross-functional teams to ensure the new business workflows are aligned with operational and strategic objectives.
- Continuously review and update documentation as processes evolve throughout the project lifecycle.

#### Features and User Stories and Scenario Development

- Work closely with key stakeholders to define and document scenarios and use cases.
- Ensure these scenarios thoroughly validate the robustness and reliability of new business processes enabled by the ERP.
- Facilitate workshops and meetings with subject matter experts (SMEs) to identify potential gaps and improvement areas.

#### Specification of Reports and Dashboards

- Design and specify dashboards and reports that provide insights into the business's performance and key operational metrics.
- Develop dashboards and reports within the Epicor environment based on user requirements and specifications, ensuring that they meet the business's data needs.
- Define and document key performance indicators (KPIs), reports, and dashboards required to monitor and manage the new business environment.
- Ensure dashboards provide real-time insights into business performance, allowing management to make data-driven decisions.

### What you will bring – (Technical and role related experience)

- Proven experience with ERP implementation, preferably Epicor Kinetic
- Strong knowledge of manufacturing and supply chain processes.
- BPMN 2.0 or equivalent standard modelling experience is desirable.
- Experience using a modelling tool like Visio, Bizagi, Draw.io or similar.



- Business acumen, particularly in data analytics and business process mapping.
- Analytical experience with proven attention to detail and data accuracy
- Excellent technology and computer literacy (MS 365 suite)

### What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

**Optimizes work processes:** Knowing the most effective and efficient processes to get things done, with a focus in continuous improvement.

**Tech savvy:** Anticipating and adopting innovations in business-building digital and technology applications

**Cultivates Innovation:** Creating new and better ways for the organization to be successful

**Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals

### What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

#### It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

#### Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

#### Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

#### Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation

#### Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:	Dale Harrison & Muskaan Kumra	PD Last updated:
Manager: (Signature)		Position Holder: (Signature)
Updated by:		

