



POSITION DESCRIPTION

Position Title: Senior Business Analyst – 12-Month Fixed-Term Contract

Department: Systems Development

Location: Head Office – Te Puke

Reports to: Systems Development Manager

Project Period: 12 months

PURPOSE OF POSITION

The Senior Project Business Analyst will lead business analysis for a 12-month programme of Seeka projects outside KineX, focused on finance, inventory and operational process improvements. Working independently with process owners, business teams and developers, the role will turn business needs into agreed processes, business rules and requirements that can be estimated, built and tested. The role combines detailed analysis, project coordination and change management, using Seeka's established Confluence, Jira and Miro practices to simplify processes, identify suitable automation and support user adoption.

KEY RESPONSIBILITIES: Business Analysis (Approx 70% of role)

DUTIES

- Lead discovery and workshops to agree business problems, objectives, scope, priorities and expected benefits with process owners.
- Map current and future processes in Miro, including responsibilities, handovers, approvals, exceptions and system interactions; challenge unnecessary complexity.
- Analyse finance and inventory processes, such as purchasing, receipting, stock movements, stocktakes, costing, invoicing and reconciliation, as relevant to each project.
- Where prioritised, assess opportunities to simplify and automate RSE workforce administration, including transport, onboarding, new user setup, accommodation and expenses.
- Define business rules, calculations, validation, access and approval controls, audit history and exception handling with business owners.
- Document data definitions, relationships, ownership and sources of truth; identify integration, migration, reporting and reconciliation requirements with technical teams.
- Develop Jira epics and user stories with clear acceptance criteria, linked rules, dependencies and decisions. Maintain supporting requirements and decisions in Confluence, linked to Miro maps.
- Review requirements with developers for feasibility, estimation and sizing. Resolve gaps, distinguish initial scope from later enhancements, and obtain process owner approval.
- Coordinate user acceptance testing with business users, including scenarios, test data, finance and stock reconciliations, defect triage and evidence for sign-off.

KEY MEASURABLES

- Agreed scope, process maps and core rules available ahead of development; priority stories reviewed and ready for sizing.
- Requirements, stories, rules and tests are traceable, current and approved by the relevant owners.
- Rework caused by unclear or incomplete requirements is identified and minimised.
- Acceptance criteria and key financial and inventory controls are tested; critical gaps are resolved before go-live approval.

Founded on Relationships ➡ **Quality Obsession** ➡ **Inspirational Thinker**

Growing Futures ➡ **Independently Ingenious**

KEY RESPONSIBILITY: Project Coordination (Approx 15% of role)

DUTIES

- Plan and manage analysis activities across assigned projects with the Systems Development Manager and project leads, keeping requirements ahead of developer demand.
- Maintain onsite presence to build relationships with key stakeholders and teams, facilitate workshops and understand day-to-day operations. Hybrid working is flexible by agreement, aligned with stakeholder and project needs.
- Coordinate workshops and reviews with Finance, workforce and operational teams, IT, process owners, developers and suppliers; record decisions, owners and due dates.
- Maintain analysis progress, priorities, risks, issues and dependencies in Jira and Confluence. Escalate decisions or resource constraints that could affect delivery.
- Assess scope changes and their impacts with business and technical teams; support approval and backlog prioritisation before work proceeds.

KEY MEASURABLES

- Analysis milestones and developer handovers meet agreed dates; forecast delays and capacity constraints are raised early.
- Actions, decisions, changes and dependencies have clear owners and are kept current.
- Process owners and delivery teams share a clear view of approved scope and outstanding decisions.

KEY RESPONSIBILITY: Change Management (Approx 15% of role)

DUTIES

- Assess impacts on people, processes, controls and reporting; agree adoption activities with process owners and affected teams.
- Develop practical procedures, user guides and training materials aligned to approved processes, and coordinate user training.
- Support implementation readiness, user communications and post-implementation reviews; capture feedback and assess whether intended benefits are being achieved.
- Complete a structured handover of requirements, rules, process maps, support information and outstanding work to Seeka teams before the project period ends.

KEY MEASURABLES

- Change impacts, responsibilities and readiness actions agreed before implementation.
- Affected users trained and approved guidance available before go-live.
- Adoption issues followed through and a complete, usable handover accepted by the relevant owners.

The above Key Responsibilities are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction.

PERSON SPECIFICATION

Essential Qualifications & Experience

- Relevant tertiary qualification in Business, Accounting, Information Systems or a related discipline, or equivalent professional experience.
- At least 5 years' BA experience, including independently leading complex analysis through to implementation at a senior level.
- Demonstrated delivery of finance, inventory or operational system and process improvements, with the ability to work across business functions.
- Sound understanding of transaction flows, stock control, costing, reconciliations, approvals and audit requirements.
- Proven ability to produce detailed process maps, business rules, data requirements, user stories and testable acceptance criteria.
- Practical use of Jira, Confluence, Miro or equivalent tools, and Microsoft 365; able to adopt Seeka's documentation standards.
- Experience facilitating workshops, working directly with developers, coordinating UAT and supporting business change.

Desirable Qualifications & Experience

- Experience with GreenTree or comparable ERP and inventory systems.
- Experience in horticulture, agriculture, supply chain, production or logistics.
- Knowledge of integrations, data migration, data models and reporting; SQL skills for investigation and validation.
- Relevant business analysis or Agile certification.
- Experience balancing analysis across several projects and preparing a backlog ahead of development.
- Experience simplifying and automating workforce administration, onboarding, transport, accommodation or expense processes.

SKILLS KNOWLEDGE & ATTRIBUTES

- Communication and influence: Explains complex requirements clearly, challenges assumptions constructively and helps stakeholders reach practical decisions.
- Analytical judgement: Finds root causes, evaluates options and understands how process, data and system changes affect financial and operational outcomes.
- Ownership and organisation: Works independently, manages competing priorities and follows issues through to resolution.
- Accuracy and attention to detail: Checks calculations, reconciles results and records rules and exceptions precisely.
- Collaboration and customer focus: Builds trusted relationships with business owners, users, developers and suppliers, with a focus on useful and maintainable outcomes.
- Initiative and adaptability: Learns unfamiliar processes quickly, identifies improvements and remains effective under delivery pressure.
- Confidentiality and integrity: Handles commercially sensitive and financial information professionally and observes Seeka's access and control requirements.

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

Signed in agreement by the employee

Signed on behalf of Seeka Ltd