



Position Description

Position title:	Business Analyst - HRIS Programme (Parental Leave Cover)	Date:	August 2026
Reports to:	Business Analysis Lead	Department:	ePMO
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	National Support Office
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

The purpose of the Business Analyst is to provide six-month parental leave cover for the HRIS Programme, maintaining programme delivery and supporting SME's, Business owners and project team through analysis, data, process, migration, testing and change activities.

Key Relationships

Internal

- ELT Members and their key business leads
- ePMO Lead and team.
- Project and Delivery resources
- All support functions at SCHL – Finance, Procurement, Digital Services etc
- GMs of all SCHL Hospitals
- All other key stakeholders involved in project activity and strategy delivery.

External

- Joint Venture business partners
- Vendors and 3rd Parties

Key Accountabilities

Collaboration and Analysis

- Collaborating with stakeholder/client to tell stories, define requirements and articulate requirements, insights, and needs.
- Eliciting, analysing, specifying, and validating these business needs and requirements
- Translating these into user stories / use cases with the right acceptance criteria
- Responsible for mapping business processes using a continuous improvement mindset.
- Working closely with SME's and Project Team; supporting the development of quality test cases, and supporting the execution of these

Agile/ Continuous Improvement Mindset

- Collaborate with our Design and Operational teams; to ensure the solution is aligned with SCHLS's blueprint and roadmaps.

HRIS Programme

- Continue HRIS data clean-up activities, including job roles, reporting lines and organisational data.
- Define and validate future-state HR processes and roles.
- Prepare documents and data for migration into Dayforce.
- Support data migration activities, including data validation and historical data requirements.
- Support preparation of position and budgeted FTE data for Dayforce.
- Testing activities, including assisting business with test guidance through UAT test scripts and expected outcomes.
- Assist with Change activities by translating future-state processes into change impacts.
- Work with People & Culture, Digital Services and other stakeholders to identify and resolve HRIS data and process issues.

Strategic Thinking

- System thinking, to see how various components work overall, providing a holistic view
- Challenging the status quo and identifying improvement opportunities resulting in Improvement in key performance measures, greater levels of customer satisfaction, improved operational efficiency.

Leadership

- Develop and nurture relationships between the wider business with respect to initial business idea.
- Play the role of BA, where the project requires more than 1 BA to be assigned.
- Building and promoting an open, trusting, and respectful team environment; facilitating discussion, collaborative decision making and conflict resolution

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Senior-level Business Analysis experience, with the ability to work independently and quickly pick up work already in progress.
- Strong skills in partnering with customers and stakeholders to think and work creatively.
- Proven experience in Agile and Scrum
- Exceptional written and oral communication skills including well-developed facilitation and presentation skills.
- Understanding of Project Management and software development life cycles
- Excellent planning and organisation skills
- Previous experience working on an HRIS implementation or transformation programme.
- Experience with data cleansing, data migration and data validation.
- Experience supporting system testing/UAT.
- Demonstrated success in influence and negotiation skills to achieve positive outcomes.

Experience and skills desirable:

- Change Management experience.
- Dayforce experience.

Education and qualifications required:

- Bachelor's degree, preferably in Business, Information Systems or similar

Education and qualifications desirable:

- Training or certification in Business Analysis skills from certified training bodies (e.g., IIBA)

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution