

JOB DESCRIPTION TEMPLATE

Career Ladder:	Systems Analysis
Business Title:	Senior Systems Analyst
Department:	
Department Code:	
Level:	

Job Summary:

The Senior Systems Analyst provides technical leadership in the analysis of existing or proposed systems-related business procedures, problems and user requirements and development of related strategies.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Plans and manages the development of the overall vision for applications and ensures all application projects, functions and operations align with University, IT strategy, mission, vision, principles, goals and objectives and the business needs of customers.
- Leads medium and large scale applications integration design and development projects, manages assigned project staff, and creates project implementation plans.
- Analyzes and reviews systems features and requirements.
- Researches, develops, configures and supports applications infrastructure.
- Contributes to the introduction and management of technical change to the University's systems infrastructure.
- Analyzes emerging industry technology trends and standards that benefit University systems infrastructure.
- Collaborates with key technology teams across the University.
- Makes presentations at local, regional, national or international conferences and workshops as well as to partner institutions.
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<p><u>Collaboration (Advanced – A):</u> Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the “right people,” within and beyond organizational boundaries, by matching individual capabilities and skills to the team’s goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.</p>

Communicating for Results (Advanced – A):

Converses with, writes reports for, and creates/delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

Problem Solving (Advanced – A):

Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and/or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Role Based Competencies:

Accountability (Advanced – A):

Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

Information Systems Knowledge (Expert – E):

Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders.

Initiative (Advanced – A):

Describes future scenarios and related opportunities. Plans potential responses involving resource holders, peers, processes, and technology. Leads a timely response, seeking internal/external advice and consultation, and sustains progress through uncharted territories.