

IT Business Analyst (Part Time)

About TIA

Tourism Industry Aotearoa (TIA) leads and supports New Zealand's \$35 billion tourism industry. We are the only independent association that represents all sectors of New Zealand's large and diverse tourism industry. As the strong, inspirational voice of tourism, we accomplish what no single member or sector group could achieve by themselves. We deliver real bottom line value to our members, large and small and work to build a strong, sustainable and responsible tourism industry that is a valuable contributor New Zealand's economy.

The opportunity

An exciting opportunity has arisen for a creative, innovative, experienced IT Business Analyst to join our Operations team.

The successful candidate will work closely with end-users across the business to understand their information and systems requirements and help to translate this into process changes and system solutions. You will be responsible for gathering user requirements, documenting business cases, seeking and evaluating solution options with our IT providers and leading the implementation of changes, including testing and training end users.

You will also be the go-to person for IT troubleshooting and support across the business. You will learn the in house systems, answer colleague's questions and liaise with our external suppliers for issues. A logical, IT savvy mind is essential, as well as excellent communication skills and a can-do attitude.

Key responsibilities include:

- Using system development disciplines to ensure the system modifications and upgrades are designed, built, tested and documented appropriately.
- Managing the organisations technology platform and providing support on the use of technology internally
- Ensuring the business processes of TIA's and its clients are supported by 'fit-for-purpose' technology
- Looking for process improvement opportunities
- Coordinating between the organisation and external vendors and contractors about Information Technology systems, related infrastructure and development

You will be engaging with all levels of users, so the ability to communicate with non-technical people is a must. We are looking for someone who is able to bridge the gap between technology and business processes and has a strong client focused approach with a commitment to delivering responsive high quality IT solutions.

TIA has a fantastic team culture and is a flexible, supportive and fun place to work. We are looking for a team player with a great work ethic who brings enthusiasm, passion and sense of humour to the role. Experience in the tourism industry or with social media while not essential would be an advantage.

NOTE for overseas enquiries and non-NZ residents:

Only applicants that are legally entitled to work in New Zealand and can make themselves available for interviews in New Zealand will be considered for this position.

To apply

[Click here](#) for a Job Description.

To apply, please send your CV and covering letter to natalie.henry@tia.org.nz

Applications close 5pm Friday 11 August 2017.