

Workplace Technology BA (10880NW)

Sydney, New South Wales, Australia (Hybrid)

ASX: Powering Australia's financial markets

Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, visit our [careers page](#) to learn more.

We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

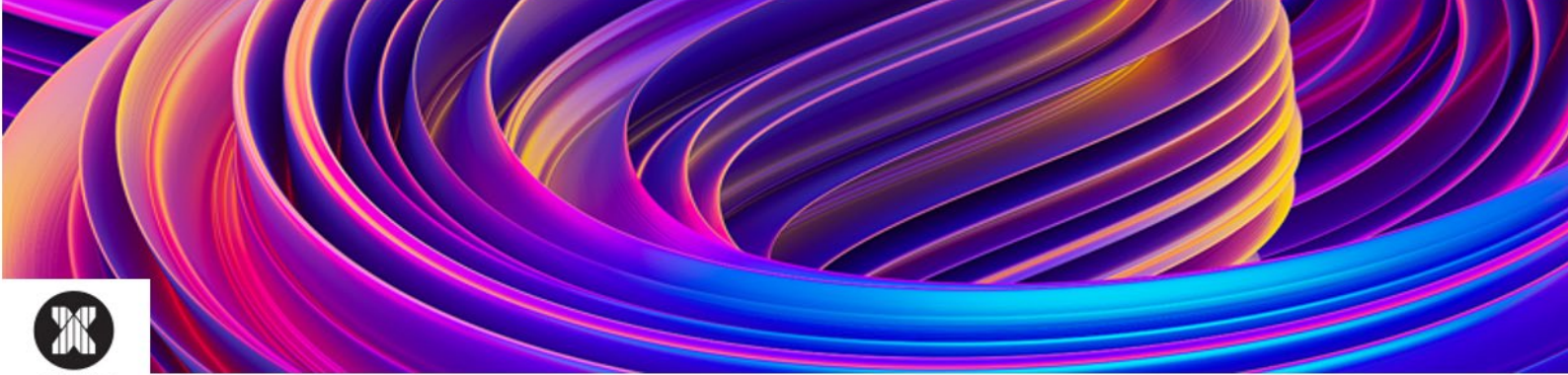
We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

About the team:

This role is part of the Workplace Technology team that supports ASX's Microsoft 365, End User Compute, Unified Comms and Audio Visual functions across the organisation. This role is pivotal to the success and implementation of additional Microsoft 365 applications during the uplift and transformation of the ASX's Technology.

What you will be doing:

- Support the Microsoft 365 and other workplace projects, undertake a review of business process, architectures, designs and project plans
- Lead and facilitate workshops and complete requirements gathering and document the requirements
- Conduct process mapping of business processes and activities
- Translate high-level business requirements into detailed functional and technical documents
- Stakeholder engagement with all levels of the business and technology teams



- Manage transition process, ensure requirements are captured and tracked in JIRA
- System configuration and testing

What you will bring:

Must have

- A minimum of 3 years' experience as a business analyst
- Expertise in systems Microsoft 365 business analysis
- Excellent communications skills both written and verbal

Nice to have

- Willingness for technical upskilling in Microsoft 365 applications
- Agile training and certification
- Prior technical experience with Microsoft 365 applications
- Strong stakeholder engagement and relationship management

We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.

Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes.