

Role Profile

Role Title: IM Business Analyst: Supply Chain + Plant Maintenance

GENERAL CHARACTERISTICS			
Group function/ BU	De Beers Group Services	Date	November 2015
Department/ Operation	Information Management	Job band	6
Location	South Africa		
Discipline/ Sub-discipline	IM Systems Design and Implementation		

CONTEXT

Analysis and delivery of Supply Chain Management and Engineering Solutions in SAP across the De Beers business globally.

PURPOSE OF THE ROLE

With primary focus and responsibility on **Supply Chain Management and Engineering** business areas across the De Beers Group of Companies (GoC):

- Serves as a key interface translating business requirements into functional Information Management requirements.
- Facilitates of continuous business improvement and business excellence within the De Beers Group of Companies by using business process optimization techniques such as process modelling and analysis.
- Transforms of customer requirements into accepted business solutions through Applications Provisioning by managing/facilitating the delivery of the business need.
- Optimises of business processes through business analysis & solution design.
- Project manages/co-ordinates of tasks and the management/facilitation of IT support and continuous service delivery of the SAP solution by the outsourced service provider.
- Day to day interaction with various stakeholders including customers in the various business units and IT service providers, liaising with colleagues across all sections of the Global IM department.
- Maintains the customer service focus thus ensuring that the provisioning of services meet the needs of the business.

LEVEL OF WORK OF THE ROLE

Level of Work 2 – Monitoring & Diagnosis. The work of IM Business Analyst: Supply Chain + Plant Maintenance is to apply deep technical or specialist expertise to analyse data, anticipate and diagnose problems, and provide solutions aimed at the improvement of processes, systems and work methods that meet internal and/or external customer requirements.

WORK OF ROLE

Work of Role	Output
<p><u>Delivery Management</u></p> <ul style="list-style-type: none"> • Researches/identifies/implements enabling technologies and business solutions to support business requirements. • Facilitates the solution sourcing process in line with the Global IM strategies for De Beers (build, buy, outsource). • Manages the delivery from service provider as per agreed SLA's 	<ul style="list-style-type: none"> • Provides consultation to customers on critical business problems. • Assists with support activities that are needed to maintain existing production systems.

- Facilitates delivery of SAP Solution requirements across the De Beers Group of Companies SAP landscape.
- Works closely with IM Systems Managers to determine broader architectural direction when devising a solution.

Business Process Analysis & Design

- Gathers and analyses business requirements
- Business analysis including defining system scope and objectives and assisting with business case justification.
- Formulates of the business system architecture plans, assessing cost and feasibility of system requests and ensuring the plan supports both strategic and short-term needs.
- Vets business solutions as reflected in business models, in order to satisfy the business requirements and the service levels.

Project Management

- Directs projects and be responsible for the overall implementation and execution of projects.
- Co-ordinates/Manages projects/initiatives as/when required, taking cognizance of project principles, project scope, specifications, time and cost parameters, health, safety and legal requirements.

Governance

- Maintain and improve standard work practices, procedures and process flows required within the SAP area
- Takes cognizance of, adheres to and promotes Corporate Governance and Company policies and procedures relating to health, safety, security, environmental, asset management and statutory issues
- Contribute to the effective management of SAP outsourcing costs

- Oversees the deliverables from service providers on any development and implementation of system enhancements or new functionalities.

- Assists with the definition and design of business processes
- Defines the business requirements, taking cognizance of client requirements and best practice directives.
- Identifies the high level business problems and opportunities to determine inefficiencies, gaps and overlaps in business processes.

- Identifies projects/initiatives for short term solutions or modifications.
- Initiates projects/initiatives in line with standard procedures, performing feasibility studies, and justifications accordingly.
- Plans, coordinates and controls the project/initiative from execution to close out, ensuring that time and cost parameters are adhered to.

- Quality Assurance and Change Control
- Administration and Personal Effectiveness
- Monitor good practice system compliance
- Monitor system governance in place

ROLE RELATIONSHIPS

Managerially accountable to	IM Manager: Global SAP
Direct reports	None
Key internal role relationships	Anglo American SAP CoE, Business Process Owners, De Beer Joint Ventures SAP Support teams, SAP Users and IM Systems Manager: Operations, IM Systems Manager: Commercial
External relationships	SAP and Accenture

PERSON SPECIFICATION	
QUALIFICATIONS	<ul style="list-style-type: none"> A Bachelor's Degree in Information Technology or relevant Business qualification or Equivalent
EXPERIENCE	<ul style="list-style-type: none"> 6+ years of IT experience. SAP certification in SAP ERP Supply Chain Management and Asset Management / Engineering solutions.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Demonstrates curiosity and interest about the mining industry Engages people and delivers plans Implements change plans and builds support Actively brings people together to deliver work Understands self and is aware of own impact on others Makes decisions using both a sense of what is correct and logical Sets high personal performance standards Understands how value is created

BEHAVIOURS
<ul style="list-style-type: none"> Setting direction: Translates the BU Information Management strategy into operational plans, setting clear direction and engaging the team around key priorities. Leading Change: Fostering a culture that is open to change and alerting and engaging the team regarding the need for transformational changing within the Information Management BU Driving Performance: Drives the vision and associated plans to delivery within the Information Management BU through commitment and by holding people and self to account. Collaboration: Build and foster relationships by initiating cross-boundary collaboration. Broad Scanning: Demonstrates curiosity and interest about the mining industry Business Acumen: understands how value is created in BU/Team

