

Standing at the apex of an effective and efficient court system, the Supreme Court's vision is to be a "Leading, Trusted Judiciary. Ready for Tomorrow". Our mission is to provide accessible justice that commands trust, respect and confidence. These are our success outcomes:

- A thought leader in jurisprudence and court excellence;
- Effective access to fair hearing;
- High performing, service-oriented and passionate workforce; and
- Innovative and future-ready organisation

A career at the Supreme Court will enable you to contribute and enhance the administration of justice. You will be part of a committed team of professionals who seek to provide access to justice with fairness, impartiality, integrity and responsiveness.

We welcome you to join our team as:

BUSINESS ANALYST (2-YEAR CONTRACT)

You will be part of the Legal Directorate team which is responsible for the management and disposal of cases, including processing, storing, retrieving of court documents and fixing hearings for matters which commenced in the Supreme Court.

You will be expected to:

- assist in the coordination and implementation of specific digitisation projects and initiatives in line with the Whole of Government as well as the Judiciary's transformation roadmap;
- elicit, analyse, scope and manage the user and business requirements in the Legal Directorate;
- apply appropriate human-centric tools and techniques, including plan, design and facilitate workshops, map service journeys, to identify opportunities and tools for the digitisation of existing processes;
- drive and/or coordinate with all stakeholders and vendors in projects and initiatives and manage all phases of the projects and initiatives to ensure that they are executed properly and completed on-time;
- contribute to the development of functional/design specifications through rigorous information gathering and analysis with stakeholders/internal users;
- define acceptance criteria with stakeholders/internal users and provide inputs on user stories/ user acceptance test scenarios;
- perform user acceptance testing, review testing and data conversion documents to verify that agreed Functional/Design specifications are met;
- review, formulate and implement changes to standard operating procedures, workflows, processes and practices, where required and
- assist users with change management and with troubleshooting after implementation of the projects and initiatives and new or amended standard operating procedures, workflows, processes and practices.

Requirements:

- Qualifications in Computer Science, Information Systems, Information/Infocomm Technology, Computer or related discipline.
- Minimum 3 years of relevant working experience.
- Proven experience in IT business analysis, application solutioning and design, and testing.
- Basic knowledge of Cloud, Data Analytics, Service Design/Design Thinking, Agile methodology.
- Strong analytical, conceptualisation and problem solving skills.
- Excellent communication skills, both oral and written.
- Strong project management skills.
- Experience in software or product development with at least one full software or product development cycle, preferably using Agile Methodology will be an advantage.

Interested applicants can apply through the Singapore Public Service Job Portal at www.careers.gov.sg. Alternatively, please complete and submit the Public Service application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **19 January 2021** to:

Supreme Court
HR Department
Corporate Services Directorate,
1 Supreme Court Lane, Singapore 178879

Only short-listed candidates will be notified. Thank you for your interest in this position and in the Supreme Court.