Business Process Reengineering Specialist III

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

The Business Process Reengineering Specialist III will be responsible for collaborating with stakeholders to assess current operations and business processes through the examination of the organization's mission, strategic goals, and customer needs which begins at the strategic level and progresses down through the stakeholder organization. Facilitating Business Process Reengineering (BPR) efforts and engaging in stakeholder organizations to fully define the processes, business rules, and relationships that drive operations.

KEY DUTIES AND RESPONSIBILITIES

Essential Duties and responsibilities include the following.

Other duties may be assigned.

- Manage use of process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects.

- Responsible for transitioning existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes.

- Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements.

- Provide group facilitation, interviewing, training, and additional forms of knowledge transfer.

- Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices.

- May provide daily supervision and direction to other contractor business reengineering specialists and web architects.

- Provide facilitation, training, methodology development and evaluation for reengineering processes across all phases:

    - Execute activity and data modeling

- - Develop modern business methods
  - Identify best practices
- Conducts discovery, document current state processes, and identify areas of significant opportunity. Analyze current business processes and re-engineering with an understanding of technical problems and solutions as they relate to the current and future business environment.
- Create business process documentation (mapping, job-aids, etc.) to understand process steps, interdependencies, and applications used to complete transactions.
- Apply process improvement and reengineering methodologies and principles to conduct process modernization projects.
- Create process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams to ensure enterprise-wide integration of re-engineering efforts and application of best practice
- Recommend and facilitate quality improvement efforts.
- Establish consistent standards and practices.
- Monitor process performance continuously, identifying deviations and implementing corrective actions as needed.
- Gather and analyze data to identify trends or problems;
- Develop recommendations for improving business processes or performance.
- Perform data analysis, integration, and consumption.
- Sets high expectations and enforces standards to meet project timelines.
- Communicate and validate requirements with relevant stakeholders.
- Perform data discovery, analysis and modeling.
- Assist in developing and maintaining reporting tools.
- Plans daily activities within the guidelines of company policy, job description and supervisor's instruction in such a way as to maximize personal output.
- Responsible for aiding in own self-development by being available and receptive to all training made available by the company.

Education and Qualification

- Master's Degree required
- Strong problem-solving and systems thinking abilities
- Strong written and verbal communication and presentation skills

- Ability to work independently as well as in a highly collaborative, team-based environment

PREFERRED SKILLS

- Experience with Public Sector Clients (US Federal, Higher Education, State and Local Governments)
- Certification at the Information Assurance Technical (IAT) III level is preferred. These include CCNA-Security, GICSP, GSEC, Security+ CE, CND, SSCP.
- Experience working with DoD, the VA, and NGB a plus.
- Secret security clearance.

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.

- 401K plan.

- PTO

- 11 Federal Holidays