



Role Profile

Role Title	Business Analyst				
Business group and team	Business Services, Commercial Finance				
Job Purpose Overview	<p>The Business Analyst is required to engage with stakeholders to identify, understand and articulate the need for business change. Working as part of the commercial finance team and providing support to the business improvement and operational teams they are a key player in designing and delivering the outputs required on various business change projects and programmes.</p> <p>The Business Analyst needs to quickly understand how the organisation works and how internal departments interact with one another.</p> <p>The role is responsible for areas including:</p> <ul style="list-style-type: none"> • Gathering, documenting and validating business requirements by spending time with the relevant people in the organisation to understand their needs • Analysis and documentation of how business process currently works (“as-is”), ensuring this is validated by the stakeholders • Undertaking gap analysis • Identification and communication of options available to meet requirements, including recommendations and business change impact • Scoping of agreed options • Communication of the proposed solution with key stakeholders to ensure they agree that the outcome will meet their needs 				
Organisational position	Reports into the Head of Commercial Finance. No direct reports.				
Date Updated	27/3/19		Updated By	YL	
Current / Applied Grade	C5	Job evaluation date	27/3/19	Confirmed grade	C5

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Communicate effectively with stakeholders to help understand business requirements
- Identify and document the relevant business processes and technology both currently used, and required in the future
- Prepare accurate and detailed requirement specifications and ensure they are validated by the stakeholders
- Collect and analyse data and information and present it in a user friendly format to articulate suggestions and priorities for improvement and change, and the impact of business change
- Document the acquired results of analysis and workflows as well as obtaining sign-off from the appropriate stakeholders
- Coordinate with the key stakeholder groups to plan, test and deliver the work stream outputs
- Provide support and guidance to staff and Senior Management in making the recommended improvements or changes, including communications in line with the overarching communications plan
- Deal with queries and issues in support of the work stream teams to ensure overall delivery of the work stream outputs to the required timescales

KNOWLEDGE & KEY SKILLS

Essential:

- Excellent written and verbal communication skills
- Ability to gather and interpret relevant data and information
- Ability to apply analysis to a strategic objective
- Advanced skills in Microsoft Word, Outlook, and Excel
- Solid mathematical aptitude and effective project management skills
- Ability to analyse and document complex business processes and apply them to strategic

Desirable:

- Previous experience of working in a fast pace and transformational private sector organisation
- Understanding of scrum and agile methodology and how to apply the agile mindset to all aspects of work
- A working knowledge of the Civil Service
- Experience of using Salesforce
- Functional knowledge of ERP system – esp. Oracle Financials - General Ledger and Projects modules

CORE COMPETENCES

Top four for job:

- Managing a Quality Service
- Seeing the bigger picture
- Achieving commercial outcomes
- Collaborating and partnering

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Clear understanding of underlying drivers for business performance and any variance to financial plans
- Production of relevant and timely Management Information to support requirement of the business
- Delivery of the business analysis as required by the programme and project teams

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
N	N/A	No
Reports to: (Role Title and Grade)	Head of Commercial Finance	
Direct Reports: (Number and grades of staff)	None	