

JOB DESCRIPTION

POST TITLE:	Business Analyst
DEPARTMENT:	Warwick Employment Group
SUB-DEPARTMENT:	WEG IT
POST RESPONSIBLE TO:	IT Projects Manager
POST RESPONSIBLE FOR:	N/A
SALARY:	GRADE 6 (£29,799 TO £38,833)
POST NUMBER:	80011

JOB PURPOSE: To provide business analysis for the Warwick Employment Group (WEG) to help the WEG businesses achieve their strategic objectives through the implementation of effective systems and processes.

DUTIES AND RESPONSIBILITIES:

- Use a variety of business analysis methods (e.g. interviews, document analysis, requirements workshops, business process analysis, use cases, task and workflow analysis and facilitation) to elicit requirements, document business processes and identify opportunities for process and performance improvement
- Critically evaluate the requirements gathered from various sources and, where necessary, reconcile any conflicts. Determine the root cause of issues and so identify the underlying true requirements and distinguish these from user requests
- Document current- and future-state processes to support business change and IT implementations via a thorough understanding of WEG business processes, strategies, priorities and constraints
- Produce proposals for new solutions and service improvements for technical and non-technical audiences; to include technical documents based on the UML framework (including use cases, test cases, and activity diagrams) and BPMN notation framework
- Deliver the relevant documentation as required, including functional and business requirements specification; use cases; process and system documentation; documentation for formal procurement procedures
- Identify and appraise solution options, carrying out options- and gap-analysis, to inform recommendations for implementation
- Drive and challenge customers' assumptions as to the way they will successfully introduce new business processes and solutions, to contribute to robust solution selection and implementation
- In the context of allocated project work, act as liaison between the business and project teams, technology suppliers, technical and support teams to ensure the solution meets user requirements and that issues are identified and addressed as early as possible
- Prepare accurate and complete test plans, manage the testing process and participate in user acceptance testing. Analyse and address any test failures. Work with business owners to

define acceptance criteria for new solutions

PERSON SPECIFICATION

POST TITLE: Business Analyst

DEPARTMENT: WEG IT

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation
Experience of business analysis (business case, benefits, success criteria, requirements elicitation and documentation) and business process analysis gained on significant projects and initiatives	E	A,B,C
Thorough understanding of how to interpret business needs and requirements and translate them into application and operational requirements, suitable for the selection, development and implementation of a technical solution	E	A,B,C
Experience of the software development lifecycle and / or implementation of IT solutions	E	A,C
Experience of building test plans, agreeing acceptance criteria and managing the user acceptance testing process as part of systems implementation	E	A,C
Experience of producing and presenting reports to senior staff and stakeholders	E	A,C
The ability to successfully engage in multiple initiatives concurrently and to prioritise multiple tasks effectively	E	A,C
Excellent written and verbal communication skills and an ability to interact effectively with people at all levels	E	A,B,C
Excellent attention to detail and a proven ability to probe and challenge assumptions	E	A,B,C
A degree or vocational qualification in a relevant discipline or equivalent professional experience	E	A
Experience of formal tendering / procurement procedures	D	A,C
Experience of working with recruitment systems and processes and / or job board systems and processes or membership based solutions	D	A, C
BCS International / ISEB Diploma in Business Analysis or equivalent	D	A
Working knowledge of BPMN standards	D	A,C
Working knowledge of the use of Agile in both a project management and application development context	D	A,C