

SENIOR BUSINESS ANALYST

Role Profile



Title	Senior Business Analyst	
Grade	GRADE I	
Reference:	N635	
Reports to:	Transformation Architecture Manager	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Manager	
Primary purpose of role	To lead projects and provide senior level business analysis expertise to all transformation activities by supporting and mentoring other business analysis professionals to build capacity and further strengthen capability within the team.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Projects are managed to delivery meeting the quality, time and budget expectations of the business. (10%) High quality Business Analysis activities are adequately planned and outputs are delivered to meet the needs and demands of the wider organisation in a time, cost and quality focused manner. (30%) All aspects of allocated work are owned by the Senior Business Analyst from inception to completion ensuring relevant signoff or hand-over is carried out where and when applicable. (30%) The Senior Business Analyst provides support and guidance and promotes aspirational career progression amongst other Business Analyst professionals. (30%) 	Role measures <ul style="list-style-type: none"> Analytical information is critically gathered from multiple sources, any conflicts reconciled and clear options evaluated for potential solutions delivery. Senior level Business Analysis activities and deliverables align and comply with relevant Audit and Project and Programme frameworks. The capability development of the Business Analysis function increases as a result of the Senior Business Analyst's professional delivery, influence and mentorship provided. Project team are managed on a daily basis delivering the required products within the constraints agreed with the Project Board Standard systems and tools used effectively.
Key activities	<ul style="list-style-type: none"> Plan and lead the delivery of projects across multiple areas of the organisation. (15%) Work with functional leads to transform and develop new requirements into design and implementation. (10%) 	

	<ul style="list-style-type: none"> ▪ Drive and challenge business units on successful execution of communicated plans. Ensuring project deadlines and schedules are met with well-defined and agreed BA deliverables. (5%) ▪ Lead and undertake complex service reviews, running stakeholder workshops and preparing business requirement specifications. (10%) ▪ Carry out feasibility studies, cost benefit analysis on a multitude of change related opportunities and influence strategic discussions. (5%) ▪ Develop organisation design proposals and developing overall future state 'to be' design blueprints based on 'as-is' position. (5%) ▪ Design service business processes to become more efficient and customer focussed in line with the Target Operating Model. (5%) ▪ Work with functional leads, IT and chosen partners to transform and develop new requirements into design and implementation solutions. (5%) ▪ Thoroughly validate requirements and make recommendations and decisions to ensure projects do not duplicate effort. (5%) ▪ Provide regular support and mentorship to Business Analysts and Project Officers to ensure development of skills building capability. (10%) ▪ Promote the benefits of compliance and best practice across the organisation whilst promoting the value-add of BA as a function. (5%) ▪ Continually focus on raising the profile of BA through stakeholder engagement. (5%) ▪ Writing, sourcing, reviewing and presenting management information, BA documentation, reports and briefs to a wide range of staff throughout the organisation including senior leaders. (5%) ▪ Professional development planning, objective setting and continuous service improvement with direct reports within the Business Analysis and Change teams. (5%) ▪ Conduct business change management activity as required. (5%) ▪ Undertake other duties as required including the provision of guidance and support to others in the team.
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Degree or equivalent experience related to Business Analysis. ▪ Diploma or other formal qualification (BCS/ISEB) in Business Analysis. ▪ Competent use of mapping tools and techniques (UML/BPMN2). ▪ Knowledge of multiple business areas (e.g. Finance, HR, IT and Business Change). ▪ Excel (Advanced).
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Use of industry standard requirement management tools. ▪ Knowledge of Agile methodologies. ▪ Relevant project management methodologies. ▪ Developing and implementing project standards
Essential experience	<ul style="list-style-type: none"> ▪ Extensive experience of risk management, benefits management and business writing. ▪ Extensive experience of influencing and negotiating across difference levels and functions. ▪ Extensive experience of presenting and facilitating workshops. ▪ Background in project and programme environments.

	<ul style="list-style-type: none"> ▪ Extensive experience of complex modelling /mapping business processes using recognised methodologies (UML/BPMN/2). ▪ Previous mentorship of Business Analysts.
Desirable experience	<ul style="list-style-type: none"> ▪ Previous experience of working as a Senior Business Analyst. ▪ Change Management. ▪ Developing and managing budgets and resource plans. ▪ Experience in managing risks, issues and opportunities and mitigating those risks. ▪ Experience of managing a wide range of projects including capital projects, project appraisal, business cases, procurement, contract letting, contract management, feasibility studies, funding regimes and strategy studies. ▪ Leadership, advising, supporting and managing members of staff, project team members in effective project management. ▪ Experience of delivering IT based solutions. ▪ Enterprise Architecture.
Essential skills	<ul style="list-style-type: none"> ▪ Excel (Advanced). ▪ Visio (Business Process Modelling). ▪ Financial and commercial awareness with strong analytical skills. ▪ Partnership building skills. ▪ Advanced communication skills. ▪ Experience of working within the software development Lifecycle (SDLC). ▪ Previous experience of Business Analysis in the delivery of Technical/ICT centric projects.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	