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| ROLE PROFILE | | | | |
| Job title | Business Analyst | | Date | 18/07/18 |
| Business | GroupIT | | | |
| Department | Business Solutions | | | |
| Location | Leicester | | | |
| ROLE SUMMARY (main purpose) | | | | |
| The key purpose of the role is to act as a bridge between GroupIT and the Samworth Group of businessesto ensure that requirements are clear, solutions are cost effective, well designed and sustainable.  There are two key strands to the role:   1. **Pre-Project Analysis**   Lead initial pre-project analysis by working at a high level to gather requirements, assess options, provide justification and broad estimates, and define and scope cost effective solutions ahead of project approval.   1. **Standard Business Analysis**   Provide standard business analysis throughout the life cycle of projects and smaller changes in order to ensure the quality of solution, using standard techniques for detailed requirements gathering, business process modelling, data analysis and functional solution design | | | | |
| REPORTING STRUCTURE | | | | |
| Reports to | Business Analysis Manager | | | |
| Direct & indirect reports | None | | | |
| Key internal stakeholders | Project Managers, developers, support analysts, solution architect | | | |
| Key external stakeholders | Business managers, business leads and SME’s across the Samworth Group | | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | | |
| The BA is accountable for the quality of GroupIT business solutions and ensuring that they meet the needs of the business.  This includes the following specific responsibilities:  ***Requirements Gathering:***  Capture, prioritise and obtain business sign off for requirements  ***Business Process Redesign:***  Develop new processes and ways of working and obtain buy in from business stakeholders  ***Feasibility:***  Investigate options and provide recommendations in order to facilitate informed decision making  ***Product and Supplier Selection:***  Where a new external solution is required, the BA is responsible for establishing a clear, transparent product and supplier selection process, with an agreed set of assessment criteria, so that an objective decision can be reached.  ***Business case:***  The BA is responsible for advising on cost and benefit estimates to support the justification for new projects.    ***Solution Design:***  Define the functional solution and obtaining buy in and approval from business owners and GroupIT  ***Quality of Solution:***  The BA is responsible for reviewing test plans and providing input and assistance to the testing function to ensure that test plans are comprehensive  ***Change Management:***  The BA is responsible for working with the business to ensure that process change is successfully adopted in order to deliver sustainable business change  ***Small Change Management:***  The BA is responsible for managing small changes through to delivery  **Best Practice:**  Responsible for delivering high quality business analysis, sharing best practice and keeping up to date with latest techniques and approaches  **Documentation:**  The BA is responsible for creating and maintaining standard documentation in support of the above. | | | | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE | | | | |
|  | *External Candidate* | *Internal Candidate* | | |
| Qualifications | BCS Certificate in Business Analysis (desirable) | N/A | | |
| Experience | *Minimum 2 years experience of working as a Business Analyst in a demanding business environment.*  Experience of ERP systems desirable  Experience of working in manufacturing sector an advantage  Experience of working in a structured project environment essential. | Minimum 2 years in a manufacturing environment including area such as Planning, Production and Quality.  Experience of ERP systems desirable (System 21/Aurora etc).  Experience of working in a structured project environment essential. E.g. product launch, continuous improvement project.  Experience at team leader level and above. | | |
| Skills/ Knowledge | Knowledge of Microsoft Dynamics AX or System21 an advantage  Good understanding of structured project methodology (e.g. Prince2)  Current driving license essential  Skilled in use of Visio & standard Business Process Mapping techniques  Good knowledge of best practice techniques for requirements capture  Experience of creating functional specifications, wireframes, data & process flow diagrams | Knowledge of Microsoft Dynamics AX or System21 an advantage  Good understanding of structured project E.g Launch process, critical path development  Current driving license essential  Skilled in use of Microsoft tools. | | |
| PERSONAL ATTRIBUTES & BEHAVIOURS | | | | |
| Excellent verbal and written communication skills  Strong stakeholder management skills  Ability to effectively prioritise and deliver in a demanding manufacturing environment  Self motivated with the ability to work on own as well as part of a team  Proactive, shows initiative and takes ownership  Strong problem solving skills  Detailed analytical approach | | | | |
| COMPETENCIES FOR SUCCESS | | | | |
| Competency | Descriptors | | | |
| Collaborative team working | Level 4: Fosters collaboration across the group | | | |
| Flexibility and Adaptability | Level 3: Comfortable with ambiguity | | | |
| Decision Making and Judgement (Senior Competency) | Level 2: Prioritizes decisions | | | |
| Engaging others through change (Senior Competency) | Level 3: Wins hearts and minds | | | |