

## Business Analyst

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**Job Location:** Haywards Heath, UK  
**Reports to:** Senior Business Analyst  
**Responsible for:** N/A  
**Job Holder:** Vacant  
**Department:** Finance & Performance

### Job Purpose

Working under the direction of the Senior Business Analyst, the Business Analyst will act as the intermediary between the business community and the technical community, working with Information Systems project teams and business clients to collect, clarify and document business requirements (using appropriate tools and models), from which applications and solutions are developed. Projects will range in size and type from system development projects to IT infrastructure projects with multiple projects on the go at any given time. This role will also be available to other teams within the organisation to assist in business analysis activities.

### Principle accountabilities:

1. Work with key stakeholders to elicit, analyse, translate and document business requirements into technical requirements
2. Analyse, document and test application development, logic, process flows and specifications
3. Work with system owners to conduct user acceptance testing
4. Document user manuals to describe application installation and operating procedures
5. Work with the Senior Business Analyst and Business Application Project Analyst to coordinate project resources to ensure that projects are delivered on time and within budget
6. Support the Senior Business Analyst and Head of IT Infrastructure and Business Applications in any aspects of project delivery as required

### Planning and Organising

The overall strategy for Business applications will be derived collaboratively by the Head of IT Infrastructure and Business Applications with input from the IT Infrastructure Manager, Project Analyst, Senior Business Analyst and this role. This strategy as well as

those from existing system teams will produce a series of projects. The business analyst will produce technical requirements for these projects.

### **Problem Solving/Strategic Planning**

The projects will require coordinated planning with respect to resources, physical assets, business timelines and technology interaction.

### **Decision Making**

All key project decisions will be made by the Head of IT Infrastructure and Business Applications or System owners. This role will provide relevant options and recommendations to aid those decisions.

### **Key Contact/Relationships**

- Head of IT Infrastructure and Business Applications
- Senior Business Analyst
- System Owners
- Infrastructure Manager
- Head of Programme Systems & Monitoring

### **Knowledge, Skills and Experience**

- Educated to degree level or equivalent or relevant experience
- Relevant project experience
- Strong written and oral communication skills in order to explain complex IT concepts to non-technical colleagues
- Demonstrated experience in writing software requirements and test specifications
- Able to understand business functionality and translate it into application requirements
- Excellent understanding of business complexity and project interdependencies
- Outstanding written and verbal communication skills
- Understanding of various software development methodologies (e.g. Agile, Waterfall)
- Understanding of modelling techniques, such as unified modelling language
- Experience of negotiating with third parties
- Experience of Business Analysis Methodologies (BCS preferred)
- Experience of Project Management Methodologies (PRINCE2 preferred)
- 1 – 2 years working in an international development environment ideally in the developing world (desirable)
- Project planning
- Planning & Organising
- Problem Solving
- Able to work calmly under pressure and to deadlines
- Time management
- Cultural Sensitivity
- An understanding of and commitment to equality of opportunity for disabled people.
- Team working