**Job Description (JD)**

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| **Post Title:**  Senior Business Analyst | | **Post No**: A0064 |
| **Date:** September 2015 |
| **Department:**  Delivery, Communications and Political Governance | **Division / Branch:**  Human Resources | |
| **Section:**  Human Resources | **Responsible to:**  Transformation and Service Improvement Manager | |

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| **Overall Purpose of this Post:** To work at a senior level with managers and leaders to define business requirements and identify/develop and deliver improvements to existing, systems/services, through methodical investigation, analysis review and documentation. |

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| Major Objectives: **These will include, as appropriate, those that reflect key corporate priorities.** |
| To oversee a team of business analysts in the investigation of operational needs problems and opportunities. Support the design and delivery of improvements and efficiencies in service delivery by undertaking projects and specific work-packages.  To undertake the more complex business analysis work or to provide senior level business analysis to programmes of work  To champion the drive for efficiencies and improvements by consulting with senior managers/stakeholders in the design of new processes and new ways of working  To define scope and business priority for organisational change  To support the development of a wider capability across the Council in terms of change management, service transformation and business process improvement methodologies by applying appropriate tools and techniques, keeping abreast of good practice, and acting as a champion for change where appropriate.  To work with colleagues across the HR Service in taking an active role in embedding the culture changes arising from transformation/service improvement work |

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| **Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time. |

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| 1. To provide overall leadership and management to the team, ensuring that they are empowered, supported, developed and performance managed 2. To work with colleagues and clients/users to investigate and model business functions, processes, and information flows and data structures, using various methodical and consistent techniques. 3. To play a lead role in assisting the development of business cases and implementation plans, and identify and make recommendations about, and escalates as appropriate, relevant risks, issues, benefits and requirements. 4. To apply, use or advise on the use of standard methodologies, for example business process improvement tools. 5. To lead, as appropriate, client/user meetings and presents issues and solutions both orally and in writing. 6. To support the development and maintenance of defined quality standards at all times. 7. To define and scope larger scale change and oversees a team who will provide the same support to smaller scale projects. 8. To specify and document business requirements as directed, ensuring traceability back to source, analysing them for adherence to business objectives and for consistency, challenging positively as appropriate. 9. To support successful programme/project delivery by identifying and escalating risks and requirements and making recommendations about managing the risks |

| Is this post classified as “politically restricted”, as in the Local Government and Housing Act 1989, either | | |
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| a) because of Its salary level? *or* | Yes | No✓ |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No✓ |

| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? | Yes | No✓ |
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|  | **Job Requirements:** Essential (E) or Desirable (D). | E/D |

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| A. Training & Education | Educated to NVQ4/degree level or equivalent knowledge gained through relevant experience.  Project management qualification e.g. Prince 2, ISEB Business Analysis or equivalent. | E  E |

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| B. Experience | Extensive experience in business process analysis and re-design which has successfully delivered positive improvements in a large and complex organisation  Experience of working on major programmes/projects of work which have delivered successful outcomes  Experience of giving presentations to senior level audiences and writing reports complex reports which secure buy in for change | E  E  E |

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| C. Equal Opportunity | Must be able to recognise discrimination in its many forms and be willing to put the Council’s Equality policies into practice. | E |

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| D. Other Skills | Excellent oral and written communication.  Shows a systematic, analytical approach to problem solving.  Ability to inspire confidence through professional credibility and quality of advice  Possesses excellent understanding of business and business skills.  Applies quality standards to all tasks undertaken and ensures that nothing is overlooked.  Able to produce and present management/technical reports.  Able to prioritise own workload and to work unsupervised if necessary.  Proven ability to network effectively with excellent influencing and negotiating skills at a senior level  Ability to deliver training  Ability to apply interviewing skills | E  E  E  E  E  E  E  E  E  E |