

Job Description and Person Specification

Job details

Job title: Business Analyst

Grade: NNCBAND06 - £37,035 - £39,513

Reports to: Senior Business Analyst

Directorate and Service area: Performance, Intelligence and Partnerships

Purpose of the job

To be part of a permanent in-house project management change capability, providing organisational learning, capability, resilience and Value for Money. To deliver through the successful implementation of defined corporate (cross council) projects, the council's corporate outcomes.

The Business Analyst will assist and support Transformation Project Managers and Project Owners/SROs in determining business requirements through the use of methodical investigation, analysis and documentation of business functions, including the definition of requirements for improving them; the creation of accurate, viable and complete specifications, and liaison with other professional support areas in the design and development of business solutions.

Liaise with Senior Managers, Programme and Project Managers, ICT, OD & HR, Property, finance and other specialists, project stakeholders and Business Transformation staff.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Investigate and undertake feasibility studies of business functions across the Council, to understand service provision and interdependencies, the impact of service business problems and service data to identify options and, in collaboration with appropriate specialists, consider the opportunities for business re-engineering and design providing viability studies with associated risks of the possible solutions from legal, organisational, technical, and economic perspectives
2. Plan & co-ordinate all programme and project related activity to meet the goals and objectives of the business and the projects and programmes undertaken by working with stakeholders to understand and evaluate all aspects of the Project Owner/SRO and stakeholders' requirements by assessing, documenting and obtaining formal sign off of the impact of change and proactively identify fit for purpose business solutions that deliver sustainable benefits and support Project Managers in the definition, planning and justification (in business terms) of projects to develop/implement these solutions
3. Analyse service business requirements and service processes at a high level in order to justify the commitment of resources to a project through the development of a business case which sets out options and recommends a preferred solution, in line with the standard process for project approval. Act as both an agent of change and subject matter expert, providing advice and specialist guidance for business analysts, project managers and clients in regard to how best to undertake specific pieces of business and systems change analysis work needed within change projects, so that other analysts can provide appropriate outcomes to meet the project's needs
4. Analyse and document existing service business processes and use of staffing, ICT, accommodation and equipment resources at a detailed level, in order to identify good working practices, to challenge inefficient processes and control weaknesses, and to identify opportunities

for improvement and threats to the successful implementation of business change. Produce specifications ensuring the Council's organisation design principles are adhered to and maintained

5. Maintain a high level of technical business analysis and service knowledge to support and develop team members. Remain abreast of and review external developments in regard to good practice in professional business change analysis work, so that practices within North Northamptonshire can be revised and updated.
6. Follow pre-defined methodologies, standards, tools and appropriate phases of the project life cycle, resulting in the successful project delivery, identifying and escalate as appropriate, relevant risks, issues, assumptions, dependencies and requirements to ensure the project progresses and quality products are delivered in a timely manner and within budget.
7. Lead business users within impacted service areas in enabling them to specify the outcomes required from processes, information flows and post roles that will meet the business requirements and which address the underlying issues. This will involve organising, preparing and facilitating meetings, walkthroughs, workshops and presentations for a wide variety of audiences to achieve project objectives
8. In collaboration with appropriate specialists, capture and recommend detailed functional and non-functional requirements for the proposed change which specify business functions, processes, transactions and interfaces, organisational structures and job roles, management information and logical data requirements, systems constraints and information security requirements, and target levels of service and performance

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If this post is Politically Restricted include the following clause (Delete if not required).

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

If there are any other special features of the job that need to be in the job description, please indicate them here.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree or equivalent NVQ qualification or proven relevant experience of supporting business change.</p> <p>Evidence of professional management studies in a relevant business function</p>	Formal project management training to at least PRINCE2 Foundation level or equivalent
Experience and Knowledge	<p>Business process mapping and analysis tools, e.g. Visio, Engage, draw.io</p> <p>All round knowledge of capabilities of ICT to meet business needs.</p> <p>Experience of supporting business change through the application of a range of business analysis techniques.</p> <p>Experience of business process analysis including use of process mapping and task analysis techniques and tools.</p> <p>Experience of business process re-engineering and design including process testing and user acceptance testing.</p> <p>Experience of supporting the development of business cases and able to carry out cost benefit analysis and risk analysis.</p>	Working knowledge of business process management methodologies, e.g. SPRINT, LEAN, Six Sigma or equivalent
Ability and Skills	Ability to use office ICT systems (Microsoft Office, Word, Excel, Access, PowerPoint).	Ability to carry out logical data modelling.

Attributes	Essential criteria	Desirable criteria
	<p>Good skills in, and experience of, the capture, analysis and documentation of requirements for business change solutions.</p> <p>Excellent written and verbal communication skills including the ability to communicate complex issues to all audiences.</p> <p>Ability to carry out stakeholder analysis and facilitate group activities such as workshops.</p> <p>Ability to influence and challenge others, where appropriate, in order to facilitate business change, and to impact on organisational culture.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Ability to travel freely between locations using own vehicle</p>	