

# Business Analyst

## Basic information

**Band:** 2.2

**Job family:** DDaT

**Terms:** Permanent

**Location:** Cheltenham

**Reports to:** Lead Business Analyst

**Direct Reports:** None

**Team:** Enterprise Architecture

**Business unit:** Digital and Data

**Created/Reviewed date:** 19 June 2020



## Job purpose:

The Business Analyst (BA) works at a strategic (portfolio) level with product and architecture teams to analyse and assess the impact of new product ideas as well as changes to existing ones on our business.

Collaborating with stakeholders, the Business Analyst will determine how much analysis is required and the documentation necessary to enable the business to make appropriate decisions quickly.

## Key accountabilities:

- Assist the Lead Product Manager in reviewing new product ideas as well as changes to existing ones including the Benefit Hypothesis Statement.
- Undertake process analysis in support of technology improvements, and as necessary for the 'Think' phase of product change assessment.
- Assist the Enterprise Architect to apply the organisation's strategy by looking at what activities are differentiating from product delivery and supporting them to make enterprise level decisions accordingly.
- Work with the enterprise architecture team to provide analysis across our products that help the product teams consider what scenarios may occur, whether our solutions are consistent, and being consistently applied, and highlighting any unintended consequences that may be created by change.
- Provide requirements analysis support for the invitation to tender (ITT) route to technology purchases.
- Responsible for providing or supporting impact assessments, and input into the product/idea feasibility and fit.
- Responsible for adding rigor to the high (portfolio) level scope of initial outputs for the product.
- Responsible for producing a capabilities assessment (BCM) and identifying operational change.

- Collaborate with stakeholders to determine how much analysis is needed at the beginning of the proposal to establish the big picture, and during each increment in order to establish a shared understanding.
- Collaborate with stakeholders to decide what is needed to best understand the proposal, including how much documentation is necessary/appropriate to enable stakeholders effectively do their job and make effective decisions.
- Coach other team members on analysis techniques and the appropriate stakeholders, to continuously reflect on their past efforts and adapt their processes, to improve focusing on the portion of the solution to be delivered during the increment.

#### **Skills, Qualifications & Experience:**

- Significant experience in IT, with experience in a business analysis post.
- Experience of agile development and delivery methods.
- Great communication skills, and the ability to manage internal and external stakeholders.
- A high degree of personal initiative, with the drive and ability to meet challenging goals.
- Ability to thrive in an environment that is characterised by significant diversity and constant change.
- Ability to prioritise and multi-task, working efficiently, often to tight timelines.
- Knowing the right amount of business analysis necessary to understand the problem and the aspect of the solution currently being delivered, whilst still keeping the proposal moving forward.
- Remains analysis focused, by time boxing analysis investigation, prioritizing the topics being analysed, and staying on task with any team discussions.
- Is able to determine the right amount of analysis and supporting documentation to enable stakeholders to make fast informed decisions.
- Preferably qualified to BCS/ISEB BA Diploma level or equivalent, though depth of experience will be considered.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

#### **Our values in action:**

**Customer-focused** – We understand what our customers want, and we act on their changing needs.

**Collaborative** – We collectively create an engaging and positive work environment.

**Accountable** – We take ownership of our individual and organisational performance.

**Service excellence** – We realise, grow, and maximise our potential.

**Trusted** – Individuals are trusted to make informed decisions and take appropriate risks.