

BTS BUSINESS ANALYST

Reference No.	G052.01	Type:	Generic
Service	Business Technology Solutions		
Job Family	Professional 2	Grade	FC8

Purpose

Responsibility for the methodical investigation, analysis, review and documentation of all or part of a business in terms of business functions and processes, the information used and the data on which the information is based. The definition of requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits. Work collaboratively with a Solutions or Domain Architect to develop viable business cases.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Taking responsibility for developing business requirements and business cases.</p> <p>SFIA Level 6 – Business Analysis</p> <p>Taking full responsibility for business analysis within a significant segment of an organisation where the advice given and decisions made will have a measurable impact on the profitability or effectiveness of the organisation. Establishing the contribution that technology can make to business objectives, defining strategies, validating and justifying business needs, conducting feasibility studies, producing high-level and detailed business models, preparing business cases, overseeing development and implementation of solutions, taking into account the implications of change on the organisation and all stakeholders. Guiding senior management towards accepting change brought about through process and organisational change.</p>	<p>Significant experience of investigating and analysing business requirements and the development of business cases</p> <p>Prince2 qualifications</p> <p>Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent or equivalent vocational accreditation in a computing/ systems or related discipline or equivalent experience</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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<p>SFIA Level 4 – Requirements Definition and Management Facilitating scoping and business priority-setting for change initiatives of medium size and complexity. Contributing to selection of the most appropriate means of representing business requirements in the context of a specific change initiative, ensuring traceability back to source. Discovering and analysing requirements for fitness for purpose as well as adherence to business objectives and consistency, challenging positively as appropriate. Obtaining formal agreement by stakeholders and recipients to scope and requirements and establishes a base-line on which delivery of a solution can commence. Managing requests for and the application of changes to base-lined requirements. Identifying the impact on business requirements of interim (e.g. migration) scenarios as well as the required end position.</p> <p>SFIA Level 4 – Sustainability Engineering Investigating and recommending components and subsystems that meet sustainability criteria and levels.</p>			
<p>Taking responsibility for developing high level business processes and business models.</p> <p>SFIA Level 5 – Business Process Improvement Analysing business processes; identifying alternative solutions, assessing feasibility, and recommending new approaches. Contributing to evaluating the factors which must be addressed in the change programme. Helping establish requirements for implementing changes in the business process.</p>	<p>Experience of using Process Modelling methods</p> <p>Experience of tools such as QMAP or the BPMN methodology or equivalent (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Foundation</p>	<p>✓</p>	<p>✓</p> <p>✓</p>

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<p>SFIA Level 5 – Business Risk Management Carrying out risk assessment within a defined functional or technical area of business. Using consistent processes for identifying potential risk events, quantifying and documenting the probability of occurrence and the impact on the business. Referring to domain experts for guidance on specialised areas of risk, such as architecture and environment. Co-ordinating the development of countermeasures and contingency plans.</p> <p>SFIA Level 3 – Business Modelling Conversant with techniques covering full range of modelling situations. Models current and desired scenarios as directed. Selecting appropriate modelling techniques for meeting assigned objectives. Gaining agreement from subject matter experts to models produced. Reviewing resulting models with stakeholders and gains resolution to resultant issues.</p>			
<p>Taking responsibility for developing and realising anticipated business benefits within the business case by working collaboratively with business users in the services.</p> <p>SFIA Level 5 – Benefits Management Identifying specific measures and mechanisms by which benefits can be measured, and plans to activate these mechanisms at the required time. Monitoring benefits against what was predicted in the business case and ensuring that all participants are informed and involved throughout the change programme and fully prepared to exploit the new operational business environment once it is in place. Supporting senior management to ensure that all plans, work packages and deliverables are aligned to the expected benefits and leads activities required in the realisation of the benefits of each part of the change programme.</p>	<p>Experience of documenting business benefits and working collaboratively with business users to ensure business benefits are realised (Focus on customers)</p>	<p>✓</p>	

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<p>Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community.</p> <p>Developing and implementing opportunities to work more effectively with partners</p> <p>SFIA Level 5 – Relationship Management Identifying the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translating communications / stakeholder engagement strategies into specific tasks. Facilitating open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. (For example, may oversee the organisation's promotional/selling activities to one or more clients, to ensure that such activities are aligned with corporate marketing objectives). Negotiating with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Providing informed feedback to assess and promote understanding.</p>	<p>Experience of collaborative working (Deliver results)</p> <p>Experience of working with partners in both public and private sector (Work together)</p>	<p>✓</p>	<p>✓</p>
<p>Maintaining all documentation including project files</p> <p>SFIA Level 5 – Methods and Tools Promoting and ensuring use of appropriate techniques, methodologies and tools.</p>	<p>Knowledge of SharePoint (Embrace technology and information)</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p>	<p>✓</p>

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<p>Organising and reporting to project control boards, project assurance teams and quality review meetings.</p> <p>SFIA Level 4 – Quality Management Using quality management models and techniques to identify areas for improvement. Determining corrective action to reduce errors and improve the quality of the system and services.</p>	<p>Knowledge of Quality management methods</p>		✓
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results