

Senior Business Analyst – ASET Team

Department: Cabinet Office

Section: SPPP, Statistics Jersey

Reports to: Analytics Manager

JE Ref: SPPP1065

Grade: CS10-CS11

JE Date: 11/12/2023

Job purpose

The Senior Business Analyst is responsible for reviewing, analysing and evaluating business processes and associated systems in relation to data, statistics and performance reporting across government in order to document requirements and user needs. This will enable enhancements and modernisation to be delivered within Statistics Jersey and in data related functions across government.

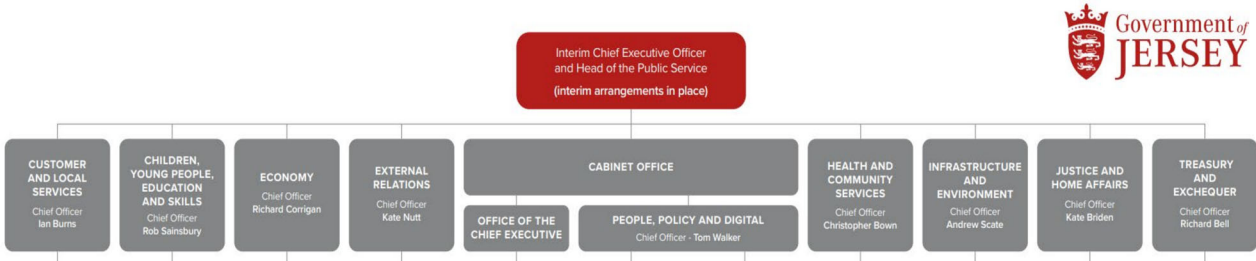
Job specific outcomes

- Determine change objectives through understanding business functions; gathering information; evaluating output in order to build functional requirements
- Develop workflow charts and diagrams; study system capabilities and write technical specifications to support and drive change
- Improve existing systems and processes through developing an understanding of current practices to design and document new modifications
- Recommend process controls by identifying problems and writing improved procedures to enhance organisational procedures.
- Define project requirements through facilitations of workshops with stakeholders from across the organisation to drive user participation and effective requirements gathering.
- Report on BA milestones within the project plan to Statistics Jersey senior management to ensure scope is clearly managed and timelines are met.
- Adapt working style to meet multiple delivery mechanisms to ensure successful delivery across multiple methods.
- Work closely across both technical and business (functional) resource to clearly articulate the need for change to ensure user requirements are clearly understood and met by the delivery teams.
- Deliver change to processes by delivering training, monitoring implementation and feedback to stakeholders across government
- Engage and manage relationship with M&D colleagues where technical solutions are required

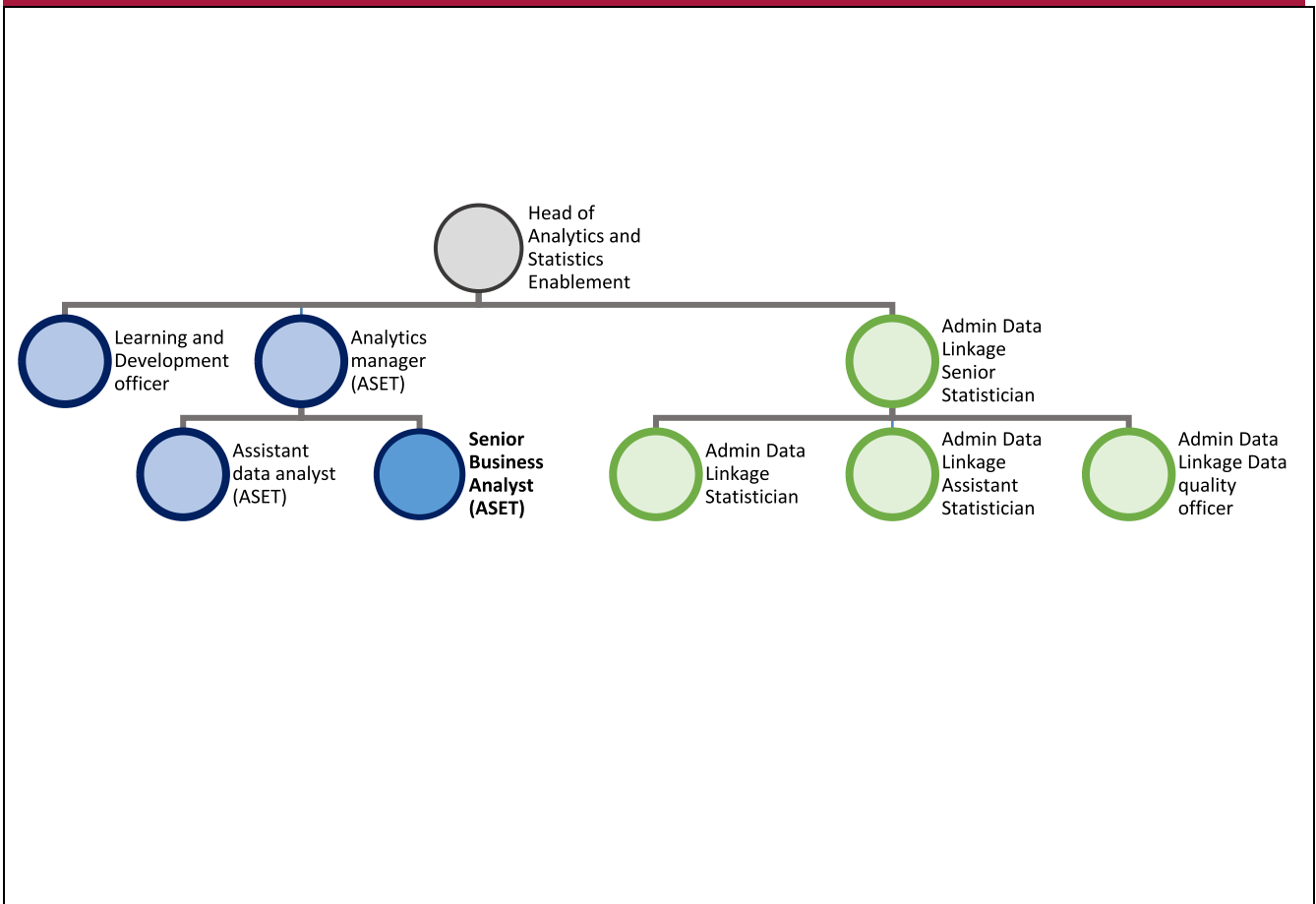
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<ul style="list-style-type: none"> • Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience 	
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<ul style="list-style-type: none"> • Deep knowledge of Business Analysis frameworks and methodologies 	
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<ul style="list-style-type: none"> • Detail oriented, analytical and inquisitive • Extremely organized with strong project and time-management skills • Visio, and/or similar process-flow tools • Use case, Activity, and Sequence / Process diagrams • Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project 	
<p>General Skills/Attributes This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<ul style="list-style-type: none"> • Ability to impact operations and effect change without being confrontational • Ability to work independently and with others • Excellent interpersonal skills • Ability to build and manage effective stakeholder relationships 	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<ul style="list-style-type: none"> • Experience of Business Analysis in a similar organisation • Microsoft Access and/or SQL, or other relation database experience strongly preferred 	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities, attributes, and behaviour indicators, are to be attached in a separate document.