Business Analyst

Department:	**Treasury and Resources**
Division:	Revenue Jersey
Reports to:	Programme Manager
JE Reference:	STE1003
Grade:	CS Grade 9

Job purpose

The Business Analyst is responsible for reviewing, analysing and evaluating business processes and associated systems in order to document requirements and user needs to enable enhancements and modernisation to be delivered across the organisation

Job specific outcomes

- Identify 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

- Contribute to process controls by identifying problems and writing improved procedures to enhance organisational procedures.

- Identify 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 IT PMO teams 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 (including both Waterfall and Agile).

- 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.

- •Suggest changes to senior management using analytics to support recommendations and actively participate in the implementation of approved changes

Statutory responsibilities

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

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	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	
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).*	Deep knowledge of Business Analysis frameworks and methodologies, including Agile and Waterfall.	
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Detail oriented, analytical and inquisitive Extremely organized with strong 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	
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.*	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	
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).*	Experience of Business Analysis in a similar organisation Microsoft Access and/or SQL, or other relation database experience strongly preferred	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with standards identified in the Government 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.