

JOB DESCRIPTION

JOB TITLE	Assistant Business Analyst				
DEPARTMENT	ICT				
JOB NUMBER		GRADE	5	DATE	
REPORTS TO	Enterprise Architect				

CONTEXT

JOB PURPOSE

The role sits within the PMO & Enterprise Architecture team and its works underpins the whole department strategy. The post holder will work within a team that is responsible for the creation and maintenance of structures such as enterprise and business architectures embodying the key principles, methods and models that describe the organisation's future state, and that enable its evolution.

The team will be responsible for the interpretation of business goals and drivers; the translation of business strategy and objectives into an "operating model"; the strategic assessment of current capabilities; the identification of required changes in capabilities; and the description of inter-relationships.

The 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.

The investigation, evaluation, interpretation and classification of data, in order to define and clarify information structures which describe the relationships between entities. Such structures facilitate the development of software systems and links between systems.

The specification and design of information systems integration to meet defined business needs. The identification of requirements and their translation into implementable design. The retention of compatibility with enterprise and solution architectures, and the adherence to standards. The integration and testing of components and/or subsystems and their interfaces in order to create operational services.

Autonomy

Works under general direction. Uses discretion in identifying and resolving complex problems and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level.

Influence

Interacts with and influences department/project team members. Has working level contact with customers and suppliers. In predictable and structured areas may supervise others. Makes decisions which may impact on the work assigned to individuals or phases of projects.

Complexity

Performs a broad range of work, sometimes complex and non-routine, in a variety of environments. Applies methodical approach to problem definition and resolution.

Business Skills

Understands and uses appropriate methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation and procedures. Absorbs and applies technical information. Works to required standards. Appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client.

KEY RESPONSIBILITIES**APPLICATION SUPPORT & SYSTEM DEVELOPMENT**

For all products, services and systems within the area of responsibility:

- Interprets information on behalf of non-technical users and provides routine training in normal usage of systems, products and services. Assists users in making more effective use of systems, products and services.
- Receive and prioritises application requests in accordance with agreed criteria, supports users, provides information & offers advice and ensures users and other interested parties are kept informed.
- In accordance with agreed procedures, monitors systems for which responsible by regular review, to monitor system efficiency against published service level agreements. Referring to more senior colleagues where necessary, takes corrective action to improve performance and to avoid problems arising.
- Assists with preparation of software implementation/upgrades procedures including installs, testing and fall back contingency plans.

DESIGN & DOCUMENTATION

Follows direction in the below areas:

- Identify current problems and elicit, specify and document business requirements for simple service areas with clearly-defined boundaries.
- Ensures all work is carried out and documented in accordance with required standards, methods and procedures.
- Designs simple system modifications from supplied specifications, using agreed standards and tools, to achieve a result.
- Executes supplied sets of simple test cases using agreed methods and standards.
- Reports test activities and results to other colleagues in a clear and concise manner.
- Prepares and maintains operational documentation for relevant system software products.

SECURITY ADMINISTRATION

- Maintains knowledge and awareness of ICT Security policies & procedures and general data security legislation & regulations; always acting within these.
- Provides advice and handles most enquiries relating to basic information security referring to more senior staff for assistance.
- Operates and administers logical access controls relating to one or more platforms, within defined boundaries, in order to provide continuous and secure access to information services.

PERSONAL DEVELOPMENT

Develops and maintains knowledge and awareness of the broad technical areas by:

- Reading relevant literature and attending training.
- Meeting and maintaining contact with others involved in the technical specialism and through taking an active part in appropriate professional bodies.

COMMUNICATION & PERSONAL NETWORKS
<ul style="list-style-type: none"> • Contributes to user groups, or specialist subject groups on topics involving the technical specialism presenting simple technical concepts in a clear, jargon free, accessible manner. • Creates relationships with a range of stakeholders.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role
The post holder will work flexibly, independently of location, in order to deliver on objectives.

Key Working Relationships/Networks	
Internal	External
<ul style="list-style-type: none"> • ICT Senior Management • ICT teams • College staff (research, academic and administrative) • Professional service staff • Student Union • Students 	<ul style="list-style-type: none"> • Key Suppliers and Commercial Partners • Other institutions • Sector bodies (UCISA/JISC) • Relevant professional bodies • Represents the University at appropriate forums and makes a positive contribution to relevant sector/industry groups.

PERSON SPECIFICATION

JOB TITLE	Assistant Business Analyst	JOB NUMBER	
Selection Criteria		Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:			
Graduate and/or relevant experience	E	A,I	
Industry qualifications	D	A,I	
Membership of relevant professional bodies	D	A,I	
Experience:			
Proven record of evaluating options and delivering results within a given timescale	E	A,I	
Experience of providing sound solutions to issues	E	A,I	
Demonstrable experience in using business analysis models and techniques	D	A,I	
Experience of working within small projects	D	A,I	
Knowledge of the HE sector	D	A,I	
Skills and Knowledge:			
Good written and verbal communication skills	E	A,I	
Problem analysis and solving skills	E	A,I	
Proven information gathering skills	E	A,I	
Broad understanding of ICT disciplines	D	A,I	
Understanding emerging technology trends	D	I	
Relevant issues, developments and trends within the education sector	D	A,I	
Competencies and Personal Attributes:			
Credibility and integrity	E	I,R	
Positive and open in communication both verbal and written	E	I,R	
Initiative and confidence	E	I,R	
Collaborative, able to build working networks	E	I,R	
Commitment to service quality whilst adhering to internal procedures	E	I,R	

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.