**Business Analyst**

To be effective you will have worked within structured programme and project environments, analysed a range of digital / web services and solutions ideally where open source and cloud technologies have applied agile development methodologies.   You will also have supported business change, rationalisation and transformation programmes.

The ability to work independently, proactively and with versatility in responding to changing circumstances is essential. You will need an eye for detail, excellent communication skills and be able to interrogate reported information and challenge sources where inconsistencies are found.

The main responsibilities of the post are to support the department by analysing propositions and assessing the following:

* What the proposed approach is – Work closely with the nominated product manager to define a product approach to meet the specified user need.
* Resource capability – Define skill requirements and map internal, departmental and external (partners/specialist contractors) resource.
* Financial viability – Work with the owning department to ensure they have the budget to cover the proposed approach and resource requirements during delivery and analyse what provision they have for on going running costs?
* Risk  - Analyse and map the risks of this product approach and propose mitigation solutions
* Benefit - Define how the predicted user and financial benefit can be realised, and how channel shift will be measured.
* Make a recommendation for action against the analysis done.

###### **PERSON SPECIFICATION - COMPETENCES/SKILLS REQUIRED**

***SETTING DIRECTION***

**Seeing the Big Picture**

**Essential**

* Be alert to emerging issues and trends which might impact or benefit own and team’s work
* Develop an understanding of own area’s strategy and how this contributes to Departmental priorities
* Seek to understand how the services, activities and strategies in the area work together to create value for the customer/end user

**Changing and Improving**

**Essential**

* Find ways to improve systems and structures to deliver with more streamlined resources
* Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same
* Prepare for and respond appropriately to the range of possible effects that change may have on own role/team

***DELIVERING RESULTS***

**Achieving Commercial Outcomes**

**Essential**

* Gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making commercial decisions
* Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes

**Desirable**

* Work with commercial experts in engaging effectively and intelligently with delivery partners in order to define and/or improve service delivery

**Delivering Value for Money**

**Essential**

* Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes
* Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved
* Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans

**Desirable**

* Recommend actions to achieve value for money and efficiency

***ENGAGING PEOPLE***

**Collaborating and Partnering**

**Essential**

* Establish relationships with a range of stakeholders to support delivery of business outcomes
* Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation
* Encourage collaborative team working within own team and across the Department

**Building Capability for All**

**Essential**

* Identify and address team or individual capability requirements and gaps to deliver current and future work
* Continually seek and act on feedback to evaluate and improve their own and team’s performance

**Desirable**

* Identify and develop all talented team members to support succession planning, devoting time to coach, mentor and develop others

**Specialist skills and requirements**

**Essential**

* Experienced in analysing digital / web services in a fast paced environment
* A strong understanding of Agile and Waterfall Project Management delivery methodologies
* Experienced in business change, rationalisation and transformation.
* Experience of open source and cloud technologies and their sourcing.

**Desirable**

* Previous experience in setting up a Programme management office.