

## Position Assessment Report: Business Analyst

Attribute	Description
Creation Date	Jun 29, 2015
Prepared By	Matthew Burrows
Job or Role	Role
Company Name	
Job/Role Title	Business Analyst
Job/Role Reference	
Purpose and Scope	To capture requirements from different stakeholders and represent those in a consolidate view.
Key Accountabilities	
Key Processes	
Education requirements	
Qualification requirements	BA Foundation certificate (minimum), working towards BCS Advanced International Diploma in Business Analysis or Expert BA Award (BA Manager Forum)
Other requirements	

The SFIA Match for Recruiters tool on the Assessment Portal has been used to identify the level of matching between a Role Profile and the Individual SFIA Skills Assessments from one or more candidates.

This Position Assessment Report compares a number of key attributes:

- Level of responsibility and accountability - Autonomy, Influence, Complexity and Business Skills.
- Essential Skills – those deemed essential (core) for the Role
- Desirable Skills – those deemed optional (non-core) for the Role
- SFIA attainment scoring for both the level of responsibility AND professional skills is defined from level 1 through 7 as shown in the table.

## Required level of responsibility: 4

Attribute	Level required
Autonomy	4
Influence	3
Complexity	3
Business Skills	4

7	set strategy, inspire, mobilise
6	initiate/influence
5	ensure/advise
4	enable
3	apply
2	assist
1	follow

SFIA V6 defines 97 Professional Skills at one or more of the 7-levels. There are 362 individual tasks (a skill at a specific level). The Profile Scale columns refer to the number of tasks as a percentage of the 362, with Job/Position Profile Scale including all Mandatory and Desirable Skills from the Job/Position Description, and the Person Profile Scale including all Green, Orange and Grey tasks from the individual assessment report.



# Candidate to Job/Position Description Matching Table

This is to help with decisions around shortlisting and interview. See Notes below the table for an explanation of how the data has been calculated.

Candidate Name	Overall Match <sup>1</sup>	Autonomy Difference <sup>2</sup>	Influence Difference <sup>2</sup>	Complexity Difference <sup>2</sup>	Business Skills Difference <sup>2</sup>	Job/Position Profile Scale (tasks) <sup>3</sup>	Person Profile Scale (tasks) <sup>4</sup>	Essential Skills Match <sup>5</sup>	Desirable Skills Match <sup>5</sup>
<NAME>	100%	3	4	4	3	4.97%	96.41%	100%	100%
<NAME>	100%	3	4	4	3	4.97%	84.81%	100%	100%
<NAME>	94%	1	4	4	2	4.97%	45.86%	95%	94%
<NAME>	92%	1	2	3	2	4.97%	94.75%	95%	88%
<NAME>	64%	2	4	3	3	4.97%	26.52%	70%	56%
<NAME>	64%	1	0	2	2	4.97%	16.3%	60%	69%
<NAME>	64%	1	2	4	3	4.97%	64.64%	60%	69%
<NAME>	64%	3	4	4	3	4.97%	42.54%	50%	81%
<NAME>	64%	0	0	0	-1	4.97%	31.77%	45%	88%
<NAME>	58%	2	4	4	3	4.97%	81.22%	70%	44%
<NAME>	58%	1	3	3	2	4.97%	48.34%	45%	75%
<NAME>	58%	1	4	4	3	4.97%	56.63%	43%	78%
<NAME>	57%	3	4	4	3	4.97%	26.24%	48%	69%
<NAME>	54%	0	2	3	2	4.97%	58.84%	60%	47%
<NAME>	53%	3	3	4	3	4.97%	57.46%	55%	50%
<NAME>	53%	1	0	2	0	4.97%	35.64%	40%	69%
<NAME>	53%	1	1	2	2	4.97%	23.76%	35%	75%
<NAME>	50%	1	3	4	3	4.97%	79.28%	53%	47%
<NAME>	50%	1	4	3	3	4.97%	18.78%	30%	75%
<NAME>	47%	3	3	4	3	4.97%	54.42%	48%	47%
<NAME>	47%	3	1	3	2	4.97%	13.26%	45%	50%
<NAME>	44%	3	4	3	2	4.97%	18.78%	45%	44%
<NAME>	44%	3	4	4	3	4.97%	46.41%	45%	44%
<NAME>	39%	3	4	3	3	4.97%	19.06%	20%	63%
<NAME>	36%	2	2	3	2	4.97%	12.98%	30%	44%
<NAME>	36%	1	4	4	2	4.97%	50.83%	25%	50%
<NAME>	36%	0	2	3	2	4.97%	33.43%	20%	56%
<NAME>	35%	0	1	3	1	4.97%	38.95%	45%	22%
<NAME>	35%	1	1	3	2	4.97%	28.45%	43%	25%
<NAME>	33%	0	2	4	2	4.97%	40.88%	40%	25%
<NAME>	33%	1	2	4	1	4.97%	26.8%	35%	31%
<NAME>	33%	3	3	3	3	4.97%	36.19%	30%	38%
<NAME>	33%	1	2	4	3	4.97%	30.39%	25%	44%
<NAME>	33%	1	2	3	2	4.97%	18.51%	25%	44%
<NAME>	33%	3	2	4	2	4.97%	36.46%	25%	44%
<NAME>	32%	0	2	3	3	4.97%	52.21%	33%	31%



<NAME>	7%	1	1	3	1	4.97%	7.46%	8%	6%
<NAME>	6%	3	2	4	3	4.97%	3.59%	5%	6%
<NAME>	6%	-1	0	2	-1	4.97%	9.94%	5%	6%
<NAME>	6%	1	3	4	2	4.97%	15.19%	5%	6%
<NAME>	6%	3	0	4	2	4.97%	21.55%	5%	6%
<NAME>	6%	0	0	0	-1	4.97%	5.8%	5%	6%
<NAME>	6%	1	3	3	2	4.97%	7.18%		13%
<NAME>	6%	1	4	4	3	4.97%	13.26%		13%
<NAME>	6%	0	0	2	3	4.97%	8.56%		13%
<NAME>	4%	1	0	-1	3	4.97%	2.21%	8%	
<NAME>	4%	1	3	4	1	4.97%	11.6%	3%	6%
<NAME>	4%	0	1	2	1	4.97%	14.92%	3%	6%
<NAME>	3%	3	4	2	1	4.97%	32.04%	5%	
<NAME>	3%	-3	-2	3	-1	4.97%	17.68%	5%	
<NAME>	3%	0	0	0	1	4.97%	5.25%	5%	
<NAME>	3%	0	2	2	2	4.97%	18.78%	5%	
<NAME>	3%	0	2	2	1	4.97%	6.08%	3%	3%
<NAME>	3%	-1	0	0	0	4.97%	2.76%		6%
<NAME>	3%	1	1	3	2	4.97%	9.94%		6%
<NAME>	3%	0	0	1	-1	4.97%	3.59%		6%
<NAME>	3%	-1	-1	0	0	4.97%	10.5%		6%
<NAME>	3%	1	2	3	2	4.97%	11.6%		6%
<NAME>	1%	0	-2	2	2	4.97%	3.04%	3%	
<NAME>	1%	-1	0	-1	-1	4.97%	1.66%		3%
<NAME>	1%	-1	1	2	1	4.97%	10.77%		3%

#### Notes:

- Overall Match: is an average of "Essentials Skills Match" and "Desirable Skills Match".
- Responsibility Difference: the difference between the required level of responsibility for the job/role and the individual assessed level of responsibility.
- Job/Role Profile Scale (tasks): a measure of how many of the 362 tasks (an individual skill at a specific level) are stated as being essential or desirable for the performance of a job/role.
- Personal Profile Scale (tasks): a measure of how many of the 362 tasks (an individual skill at a specific level) an individual has assessed as being current and relevant to them.
- Essential Skills Match and Desirable Skills Match: Percentage match based on how many of the tasks (skills at levels) the candidate matched. If their individual profile contains matching "skill level currently possessed" (green) results, this is measured as a 100% match. For "some skills possessed at this level but not all" (orange) match, this would be counted as a 50% match. This scoring principle is also used in the calculation for "Job/Role Profile Scale" and "Personal Profile Scale".

## Interview guidance

All level definitions are available on the SFIA website – [www.sfia-online.org](http://www.sfia-online.org). The level descriptions listed in the Job/Position Description are for those skills deemed core/essential for this job/role. It is recommended that these are the focus for interview questions, to validate candidates experience and competence, and their ability to demonstrate the skill at the required level.

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