

Role Profile: Business Analyst

Attribute	Description
Creation Date	Jun 25, 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-based Job Description Creator tool on the Assessment Portal has been used to identify the SFIA skills and other key characteristics of this Role. SFIA has been used in this Role Profile in 2 ways:

- To identify the level of responsibility and accountability, or seniority, required to perform this Role. This is done by looking at 4 key responsibility attributes - Autonomy, Influence, Complexity and Business Skills.
- To identify the core skills and levels required to perform this Role Profile

SFIA attainment scoring for both the level of responsibility AND professional skills is defined from level 1 through 7 as shown in the table.

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

Based on the answers provided the Business Analyst Role has been assessed as requiring the following minimum level:

Level of responsibility and accountability: 4

Attribute	Level Description	Level Achieved	No.
Autonomy	Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes.	Enable	4
Influence	Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects.	Apply	3
Complexity	Performs a range of work, sometimes complex and non routine, in a variety of environments. Applies methodical approach to issue definition and resolution.	Apply	3
Business Skills	Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.	Enable	4

Professional Skills

SFIA V6 describes 97 skills, each at several of the 7-levels. 18 skills at an individual level have been selected as most relevant for performance of this Role. These are shown below, along with an indication of whether they are essential or merely desirable.

LEGEND



= The skill at this level is essential (core) for the Role



= The skill at this level is desirable (non-core) for the Role

Professional Skills Profile

Category	Sub Category	Skill	Code	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Strategy and architecture	Business strategy and planning	Business process improvement	BPRE							
Change and transformation	Business change management	Business analysis	BUAN							
Change and transformation	Business change management	Requirements definition and management	REQM							
Development and implementation	Systems development	Data analysis	DTAN							
Development and implementation	Systems development	Information content authoring	INCA							
Development and implementation	User experience	User experience analysis	UNAN							
Relationship and engagement	Stakeholder management	Relationship management	RLMT							

The level descriptions shown below are those identified as essential/core (green) for this job/role. All level definitions are available on the SFIA website – www.sfia-online.org

Business analysis (BUAN) Level 3

Investigates operational needs and problems, and opportunities, contributing to the recommendation of improvements in automated and non-automated components of new or changed processes and organisation. Assists in defining acceptance tests for these recommendations.

Requirements definition and management (REQM) Level 2

Uses established techniques as directed to identify current problems and elicit, specify and document business functional, data and non-functional requirements for simple subject areas with clearly-defined boundaries. Assists in more complex requirements activities and with the processes for establishing agreed baselines for change and managing the assessment and application of requested changes to those requirements.

Requirements definition and management (REQM) Level 3

Defines scope and business priorities for small-scale changes and may assist in larger scale scoping exercises. Elicits and discovers requirements from operational management and other stakeholders. Selects appropriate techniques for the elicitation of detailed requirements taking into account the nature of the required changes, established practice and the characteristics and culture of those providing the requirements. Specifies and documents business requirements as directed, ensuring traceability back to source. Analyses them for adherence to business objectives and for consistency, challenging positively as appropriate. Works with stakeholders to prioritise requirements.

Data analysis (DTAN) Level 2

Applies data analysis and data modelling techniques to establish, modify or maintain a data structure and its associated components (entity descriptions, relationship descriptions, attribute definitions).

Data analysis (DTAN) Level 3

Applies data analysis, data modelling, and quality assurance techniques, based upon a detailed understanding of business processes, to establish, modify or maintain data structures and associated components (entity descriptions, relationship descriptions, attribute definitions). Advises database designers and other application development team members on the details of data structures and associated components.

Data analysis (DTAN) Level 4

Investigates corporate data requirements, and applies data analysis, data modelling and quality assurance techniques, to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions). Provides advice and guidance to database designers and others using the data structures and associated components.

Information content authoring (INCA) Level 1

Contributes, under instruction, to the production and distribution of content, to testing the content and layout of specific deliverables, and to the configuration of content items and files. Moderates online user content to ensure conformance to guidelines and escalates where appropriate.

User experience analysis (UNAN) Level 3

Identifies and engages with users/ stakeholders, defines relevant characteristics (e.g. "personas") and describes users goals and tasks (e.g. as "user stories"). Describes the environment within which the system will be used. Identifies and describes requirements of users with special needs (e.g. resulting from physical disabilities).

User experience analysis (UNAN) Level 4

Analyses qualitative data (e.g. from site visits) and presents the data in ways that can be used to drive design (e.g. personas, red routes, user journey maps). Describes the user/ stakeholder objectives for the system, and identifies the roles of affected stakeholder groups. Defines the required behaviour and performance of the system in terms of the total use experience (e.g. in the form of scenarios of use), resolving potential conflicts between user requirements, (e.g. between accuracy and speed). Specifies measurable criteria for the required usability of the system.

Relationship management (RLMT) Level 4

Implements stakeholder engagement/ communications plans, including, for example; handling of complaints; problems and issues; managing resolutions; corrective actions and lessons learned; collection and dissemination of relevant information. Uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships.

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