

Job Title:	Business Analyst
Function:	Technology
Reporting To:	Lead Business Analyst
Direct Reports:	0
Version	V1 220426

Job Purpose

The successful candidate will work alongside our internal Lead Business Analyst and external contractor Business Analyst's to deliver projects across strategic delivery areas.

Delivering high quality end to end business analysis, the Business Analyst will develop strong lasting relationships with key business stakeholders, supporting the business to develop their ideas and requirements, understanding the interdependencies and impact of changes and developing a partnership approach to the delivery of projects and change.

They will demonstrate the value of business analysis, project delivery and change management practices and principles and become a recognised subject matter expert to the wider business and champion the R&A's Technology Framework.

Key Accountabilities

- Provide Business Analysis (BA) across the full project lifecycle, including identifying and completing appropriate analysis for new and existing projects.
- Identify, priorities, validate and clearly document, tangible business requirements in a format that aligns with the project's delivery approach e.g. use cases, user stories, requirements catalogue.
- Produce and maintain process maps, document current-state (As-Is) workflows and design future-state (To-Be) processes to identify improvements, increase efficiency, and support successful change delivery.
- Manage and provide traceability of requirements from creation through to implementation.
- Review solution provider documentation to ensure proposed solutions align with agreed business requirements, deliver intended outcomes, and support benefits realisation.
- Working closely with the QA Manager to ensure testing is completed in alignment with the requirements.
- Participate in peer reviews of business analysis outputs to ensure and maintain quality standards.
- Apply tools and techniques from the Business Analysis Framework to ensure precise communication and a clear, shared understanding of project information among stakeholders.
- Identify and engagement with project stakeholders, using a planned approach to maintaining an appropriate level of stakeholder engagement at each project stage.
- Work with the Change team to assess viability of the opportunities identified and agree options for improvements, implementing agreed improvements in alignment with the Technology Strategy and Framework.

Expertise

- Hold, or actively working towards, an ISEB, BCS, IIBA or equivalent Business Analysis qualification.
- Experience in delivering End to End business analysis across a range of projects of varying size and complexity.
- Knowledge of common business analysis deliverables, tools and techniques and understanding of both Waterfall and Agile methodology.
- Experience of different approaches to running workshops to engage attendees of different levels / internal and external and deliver objectives.
- Experienced day to day user of Microsoft Office applications – Word, PowerPoint, Excel, Visio.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.