**Job Title**: Business Analyst

**Department:** Digital

**Reports to:** Senior Business Analyst

**Direct Reports:** None

**Location:** Activity-based onsite

**Contract Type:**

**Grade:** CA5

**Main purpose of the job**

* Lead and deliver business analysis activities for business change projects, working within both the Waterfall and Agile frameworks
* Contribute towards the continual improvement of the Business Analysis function
* Mentor less experienced staff and to provide guidance and help in their development as Business Analysts

**Responsibilities**

**Specific**

* Lead the analysis work on small to medium scale business change projects
* Support the Senior Business Analyst on complex and large-scale business change projects
* Work within ‘Agile’ and ‘Waterfall’ software development lifecycles
* Facilitate Agile (SCRUM) ceremonies with the Authority’s internal development team, defining the user experience, stories and acceptance test criteria
* Elicit, analyse and document stakeholder requirements
* Analyse and improve business processes, and to document the ‘as is’ and ‘to be’ processes using recognised modelling techniques
* Lead the analysis work in the identification and implementation of third-party solutions
* Assist in the preparation and evaluation of business cases
* Follow the Business Analysis team processes and standards, and make contributions towards improving those processes and standards
* Mentor less experienced team members, proving feedback and learning to help them with their development journey
* Support system implementation alongside the business, including process re-engineering, data migration, benefits management, training and other change management activities
* Participate in peer reviews and knowledge sharing within the Business Analysis team

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement changes leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Mining Remediation Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Person specification**

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| **Job Title: Business Analyst** **Department: Digital** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | None | BCS Diploma in Business Analysis |
| **Experience and Knowledge** | Minimum of 2 years’ experience in a Business Analyst role, including experience of:   * Requirements elicitation and management * Business Process Improvement * Leading and facilitating workshops * Agile/Scrum and/or Waterfall frameworks * Systems Development Lifecycle (SDLC) * Change management activities that support system implementation * Standard analysis techniques such as Use Cases, Activity Diagrams, User Stories, Business Process Modelling and/or Wire Framing | Experience of:   * Data analysis * Data migration * Data modelling techniques such as Class Diagrams or Entity Relationship Models * User story mapping * Benefits Management * Management information reporting systems such as SAP Business Objects, Power BI, etc. * Experience of M365 including SharePoint and Teams * Cloud service principles and implementations |
| **Skills and Abilities** | * Excellent communication skills – verbal and written * An analytical mind set * Excellent problem-solving skills * Good negotiation and influencing skills * Excellent stakeholder management skills * Excellent facilitation skills * Excellent report writing skills | * Emotional intelligence and the ability to support individual team members * Excellent financial management skills |
| **Other** | None | * Occasional out of hours and weekend working. * Occasional off site working |

 

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| **Our values** | **One Mining Remediation Authority - all of us** | **When you’re leading people** | **When you’re leading work** |
| **Trusted**  We act with integrity  We’re open and transparent  We deliver on our commitments | Balance your workload and your wellbeing  Take responsibility for your work and its progress  Make informed decisions with appropriate guidance  Focus on outcomes, plan work thoughtfully and see it through to delivery  Deliver communication and feedback openly and respectfully, considering your impact, listening and being brave when needed  Address mistakes, identify improvements and suggest solutions | Agree team and individual goals, managing capacity and risk  Be visible, approachable and responsive for all the team  Make fair decisions and be open about them  Trust others and support them to work to their full potential  Have open conversations to enable the team to thrive  Coach often to encourage empowerment | Set and achieve goals, keeping the purpose and results in mind  Consider the impact of the work and who to engage with  Be willing to ask for support  Respectfully hold self and others to account  Adapt quickly to emerging information  See work through and push through setbacks to deliver the best results |
| **Inclusive**  We promote a culture of mutual respect  We recognise that our differences make us stronger  We work with others to achieve our vision | Show courtesy, kindness, empathy and compassion to all  Be curious, eager to understand views and  accepting of differences  Be yourself, consider your emotional responses and ask for support  Build strong relationships, showing respect to all  Remain respectful under pressure  Address unacceptable behaviour respectfully | Get everyone involved, ask for their feedback, listen, and act on it appropriately  Take steps to understand others needs and adapt your approach to suit the person  Show belief in potential, valuing effort and progress as well as delivery  Focus on team strengths to deliver work  Consider the impact of communications, and take ownership of messages  Appreciate and value differences and inspire others to do the same | Consider how your work affects the whole organisation, supporting a ‘one Mining Remediation Authority’ approach  Use a broad range of input and diverse views to inform your work  Assess the impact of work on diverse groups  Create a safe space for everyone to contribute  Use straightforward, engaging and accessible communication  Avoid blame, focus on solutions and learning |
| **Create** **a great place to work** **Work with others to create value Deliver for the communities we serve Ensure sustainability Make us fit for the future** | | | |
| **Our values** | **One Mining Remediation Authority - all of us** | **When you’re leading people** | **When you’re leading work** |
| **Progressive**  We’re open-minded and innovative  We recognise that the past can help us shape the future  We listen and learn | Aim high and help others do the same  Focus on improving, self-reflecting regularly  Take charge of your own development  Take inspiration and learn from others,  valuing alternative approaches  Regularly ask for feedback and act on it  Seek to understand changes and support the delivery of it  Consciously managing time, to balance high standards and paced delivery | Communicate regularly, making time for updates  Celebrate progress and success  Learn from the team and tackle challenges together  Face into and resolve conflict appropriately and empathetically  Inspire others to do their best through support and challenge  Encourage development, allow team to try new things and make mistakes  Give clear, actionable feedback and support | Spot opportunities and bold solutions, using internal and external insight  Share an inspiring vision to build commitment  Work confidently with others to deliver the best outcomes  Promote cross-functional communications  Spot opportunities to develop others and encourage this  Ask what’s getting in the way and encourage improvements  Welcome and invite feedback and challenge |
| **Create** **a great place to work** **Work with others to create value Deliver for the communities we serve Ensure sustainability Make us fit for the future** | | | |