**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
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| **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
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| **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 integrityWe’re open and transparentWe deliver on our commitments | Balance your workload and your wellbeingTake responsibility for your work and its progressMake informed decisions with appropriate guidanceFocus on outcomes, plan work thoughtfully and see it through to deliveryDeliver communication and feedback openly and respectfully, considering your impact, listening and being brave when neededAddress mistakes, identify improvements and suggest solutions | Agree team and individual goals, managing capacity and risk Be visible, approachable and responsive for all the teamMake fair decisions and be open about themTrust others and support them to work to their full potentialHave open conversations to enable the team to thrive Coach often to encourage empowerment  | Set and achieve goals, keeping the purpose and results in mindConsider the impact of the work and who to engage withBe willing to ask for supportRespectfully hold self and others to accountAdapt quickly to emerging information See work through and push through setbacks to deliver the best results |
| **Inclusive**We promote a culture of mutual respectWe recognise that our differences make us strongerWe work with others to achieve our vision | Show courtesy, kindness, empathy and compassion to all Be curious, eager to understand views and accepting of differencesBe yourself, consider your emotional responses and ask for supportBuild strong relationships, showing respect to allRemain respectful under pressureAddress unacceptable behaviour respectfully | Get everyone involved, ask for their feedback, listen, and act on it appropriatelyTake steps to understand others needs and adapt your approach to suit the personShow belief in potential, valuing effort and progress as well as deliveryFocus on team strengths to deliver work Consider the impact of communications, and take ownership of messagesAppreciate and value differences and inspire others to do the same | Consider how your work affects the whole organisation, supporting a ‘one Mining Remediation Authority’ approachUse a broad range of input and diverse views to inform your work Assess the impact of work on diverse groupsCreate a safe space for everyone to contributeUse 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 innovativeWe recognise that the past can help us shape the futureWe listen and learn | Aim high and help others do the same Focus on improving, self-reflecting regularlyTake charge of your own developmentTake inspiration and learn from others, valuing alternative approachesRegularly ask for feedback and act on itSeek to understand changes and support the delivery of it Consciously managing time, to balance high standards and paced delivery | Communicate regularly, making time for updatesCelebrate progress and successLearn from the team and tackle challenges togetherFace into and resolve conflict appropriately and empatheticallyInspire others to do their best through support and challengeEncourage development, allow team to try new things and make mistakesGive clear, actionable feedback and support | Spot opportunities and bold solutions, using internal and external insightShare an inspiring vision to build commitmentWork confidently with others to deliver the best outcomes Promote cross-functional communicationsSpot 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** |