

# Job Description

**Job title:** Business Analyst

**Post number:** 2264-24

**Reports to:** Head of Programme Management Office

**Department/School:** Information Services

**Grade:** 7

## Purpose of the role

To work as part of the team in Information Services undertaking business analysis activities for designated projects and initiatives. The post holder will work collaboratively with project managers, business representatives, end-users and technical teams within IT and the wider university to deliver systems that support effective and efficient business processes.

This role is responsible for collaborating with staff throughout the University to gather requirements and to provide appropriate business case, business analysis and development documentation to support the implementation of change projects. The post holder will be expected to work across a range of business areas and projects at any one time, with the ability to manage conflicting demands on their time and prioritise effectively.

To have a key role in the development of the high-quality documentation covering the full business analysis lifecycle; as well as ensuring standardised approaches to business analysis are developed and implemented as required. Mentoring and supporting colleagues to develop the University’s business analysis capability.

## Line management responsibility for:

None.

## Main areas of responsibility:

* To establish and follow agreed analysis processes, methodology and standards ensuring the delivery of an efficient and effective business analysis function and to mentor and coach others in this area.
* To undertake full business analysis activities for designated projects / initiatives, working collaboratively with project managers, business representatives, end-users and technical teams within IT and the wider university to support the delivery of solutions that support successful business outcomes.
* To establish and maintain strong working relationships with a range of stakeholders - senior managers, service managers, academic and administrative staff to understand the business needs of the University.
* To facilitate workshops and meetings with key stakeholders to identify business drivers, document requirements and analysing current state (‘As Is’) processes.
* To document a set of (‘To Be’) processes, workflows and rules which incorporate business activities and the technology steps, highlighting and documenting improved ways of working.
* To define and document functional and non-functional specifications.

* To work with stakeholders, developing proposals for solutions to meet documented requirements, based on user/business needs and priorities. Presenting and reporting back to stakeholders for feedback and iteration.
* To work with key stakeholders to identify the technical, organisational, people, systems and process changes for projects or initiatives.
* To input into the coverage of test scenarios and conditions ensuring all requirements in scope are tested.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR.

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * A professional understanding of the practices, procedures and methods required for effective business analysis. **(A,I)**
* Excellent ICT skills including the use of a range of IT tools to support business analysis activities. **(A,I)**
* An understanding of benefits management and benefits realisation. **(A)**
* Familiarity with change and project management approaches. **(A)**
* Excellent organisational skills with the ability to plan and prioritise work coming from multiple sources. **(I,E)**
* Strong verbal communication skills with the ability to **(I,E)**:
	+ facilitate discussions and ask probing questions.
	+ listen to and work with stakeholders to develop a shared understanding of problems and identify feasible solutions.
	+ present technical issues for non-specialist audiences.
* Excellent written communication skills, including demonstrable ability to analyse, collate and present information in a meaningful way. **(I,E)**
* A proven ability to lead and facilitate discussion at senior levels of large organisations. **(I,E)**
* Able to work effectively with senior stakeholders, external parties and operational teams. **(I,E)**
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| **Qualifications** |
| * A degree or equivalent experience. **(A)**
* Professional qualification in Business Analysis (e.g. BCS International Diploma in Business Analysis). **(A)**
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| **Experience** |
| * Substantial experience as a Business Analyst in a complex IT environment. **(A,I)**
* Experience of gathering, analysing, prioritising and documenting business requirements through the delivery lifecycle. **(A,I)**
* Experience of modelling requirements, writing use case diagrams/user stories ,mapping data flows, addressing process improvements and producing other technical analysis focused documents. **(A,I)**
* Experience of building and maintaining effective relationships with stakeholders across multiple business functions. **(A,I)**
* Experience of requirements testing. **(I)**
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| **Managing people** |
| * Not applicable.
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| **Physical demands and/or other requirements** |
| * The role may sometimes require travel to other university sites. **(I)**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: May 2025