

**Information Services**

**University Program Office**

**Senior Business Analyst**

**ZZ003998**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term for 18 months**

Salary is in the range £33,943 - £37,075 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Business Analyst |
| **Faculty/Centre:** | Information Services |
| **Department/Service:**  **Location:** | Business Improvement  St Andrews Court |
| **Position Reference No:** | ZZ003998 |
| **Cost Centre:** | 47000 |
| **Responsible to:** | Principal Business Analyst |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| The Senior Business Analyst will work closely with the Principal Business Analyst, Programme Manager, Project Managers and senior stakeholders within the University at all stages of projects and business change initiatives. They will be responsible for ensuring that the solutions meet requirements and satisfy the quality expectations, they will also take a significant role in managing the changes being introduced. |

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| **Key Responsibilities:** |
| 1. Take responsibility for investigative work to determine business opportunities and specify effective business processes, including improvements in information systems, data management, practices and procedures. |
| 1. To investigate and document the scope and business priority for large or complex changes, engaging senior stakeholders as required. |
| 1. To facilitate and support business process owners review and improve their processes |
| 1. To take responsibility for investigations required to implement strategic change, requirements specifications and feasibility studies, ensuring at all times that the views of all stakeholders are considered, verified and validated. |
| 1. To build and maintain links with colleagues within both the user, technical (infrastructure and application development) and service delivery functions to ensure the smooth and effective implementation of IT systems and applications. |
| 1. Take responsibility for the preparation of project proposals and supports project managers in the preparation of project initiation documents and plans. |
| 1. Take a leading role in determining the tools, methods and standards used by the team, ensuring that these are used effectively and consistently. |
| 1. Participate in the implementation of information systems through  * Taking responsibility for the statement of requirements and tender documents and the subsequent evaluation of the responses. * Coordinating business process re-engineering. * Taking responsibility for the detailed design and specification of aspects of the system. * Taking responsibility for ensuring that user acceptance testing is effective and carried out properly. * Advising the project manager and project team on business related issues. * Taking responsibility for managing the change within the business by assessing the impact and preparing a business readiness plan. * To contribute to the project issue and change management process to ensure that proposed changes meet business requirements and minimize scope creep. |
| 1. Such other duties as the line manager or Head of Department may reasonably require. |

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| **Working Relationships:** |
| Project Managers & Business Analysts  IS Technical and Service Delivery Staff  Business Owners  Internal Customers  External Suppliers |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Proficient in the use of the tools and techniques which help in modelling and understanding a business, its operation and use of information | E | AF, S,T |
|  | Proficient in using techniques for streamlining and improving business processes and stakeholder analysis | E | AF, S, T |
|  | Familiar with the concepts of project management and the use of a project planning tool such as Microsoft Project or similar. | E | AF, S |
|  | Familiar with the principles, methods and techniques for the effective management of the testing process throughout the lifecycle of development projects. | E | AF, S |
|  | Proven experience of producing, to a consistently high standard, documentation of both a technical and descriptive nature including business case, business and functional requirements | E | AF, S |
|  | Excellent working knowledge of Microsoft Office including Visio. | E | AF,S |
|  | Experience of leading workshops and interviews with key business stakeholders and end-users. | E | AF,S |
|  | Able to demonstrate significant involvement in a business process review that resulted to an improvement in a cross functional process. | E | AF,S |
|  | Experience of working on a project managed using a recognised project management methodology, e.g. PRINCE2. | E | AF,S |
|  | Excellent knowledge of the quality assurance process through involvement in the development of test requirements, scenarios and scripts. | E | AF, S |
|  | Experience of IT Package/Solution Evaluation, managing systems or user testing, external supplier liaison | D | AF, S |
|  | Knowledge of the organisational culture within a Higher Education Institution. | D | AF, S |
|  | A good understanding of software engineering life cycles for development and the concepts and practices required to implement effective information systems. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent analytical and problem solving skills. | E | AF, S |
|  | Excellent communication skills with the ability to communicate effectively with technical and non-technical colleagues | E | AF, S, T |
|  | Able to build and maintain relationships with stakeholders across all levels of an organisation | E | AF, S, T |
|  | Excellent oral and presentation skills. | E | AF, S |
|  | Able to understand the issues behind complex problems and be able to relate these to simpler concepts, models or previous experiences | E | AF, S |
|  | Ability to elicit, understand and communicate customer needs and requirements. | E | AF, S |
|  | Proven ability to influence and persuade in order to initiate and manage change within an organisation. | D | AF,S |
|  | Able to maintain a strategic view during the decision making process | D | AF,S |
| **3.** | **Education &/or Training** |  |  |
|  | First degree or equivalent in relevant subject or equivalent experience | E | AF |
|  | A recognised Business Analysis qualification e.g. ISEB Diploma or extensive business analysis experience | E | AF |
|  | ITIL Foundation Certificate | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work on own initiative and collaboratively, sharing experience and learning | E | AF, S |
|  | Ability to organise work and prioritise tasks to meet tight deadlines for self and others | E | AF, S |
|  | Sets high personal standards and is committed to continuous professional development | E | AF, S |
|  | Adaptable and flexible | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

1. **JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Julie Oakland |
| **Date** | 17/12/16 |
| **Extension number** | 3729 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.