

Business Systems Analyst – Learning and Information Services – Grade G

Job Description

Purpose

To play a key role in the University's IT System Development team by providing significant specialist skills in business and IT systems analysis. The role will be within the Integration Product Team focussing on data analysis and system integrations for the Universities IT Portfolio.

Duties

1. Apply high-level analysis skills to understand and document business needs and user requirements, then translating these into detailed specifications and system designs.
2. To facilitate workshops/training sessions, collaborating with a wide range of users to gather requirements and assess the feasibility of project options (for recommendation to Project Boards and/or Senior Project Managers).
3. Undertake assigned development projects, as an individual or part of a team as required, through to completion in a timely, efficient, and cost-effective manner, following established IT development standards and methods.
4. Recommend and design structures, processes and tools for systems that are technically sustainable and meet business needs.
5. Collaborate and work closely with internal and external stakeholders to ensure that delivered solutions are technically sustainable and continue to meet the business needs.
6. Undertake systems testing and work closely with stakeholders to ensure that delivered systems are both technically sustainable and meet the business need.
7. Observe, monitor and comply with the University's network Security Policy and Procedures in the performance of duties
8. Demonstrate and provide a consistently high level of service to all customers of the University.
9. Demonstrate flexibility and commitment to the University mission statement, strategic objectives, policies and development plans.
10. From time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.
11. Undertake such other duties as may reasonably be associated with the grade and a role of this nature.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Recent significant work experience of business or systems analysis within a cross organisational agile project environment (Application/Interview).

- Experience of system testing and large systems development in a relational database environment (Application/Interview).
- Experience of using business/system data analysis within a project to help inform decisions (Application/Interview).
- Undergraduate Degree or equivalent in relevant business/systems discipline, or equivalent work experience (Application).
- Strong analytical, problem-solving skills and organisational skills (Application/Interview).
- Ability to communicate effectively with both technical and non-technical audiences while maintaining a business and customer-focused approach, including proficient management of user expectations (Application/Interview).
- Knowledge of a range of systems integration methods and data concepts to enable production of high quality technical and user documentation (Application/Interview).
- Ability to identify and execute improvements in business processes, demonstrate passion for new technology and the benefits it can bring for customers (Application/Interview).
- Ability to plan workloads and deliver to plan (Application/Interview).
- Ability to work effectively as an individual and part of a team (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Creating Opportunity, Supporting all and Being proud as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of FE / HE systems development or support (Application/Interview).
- Proven experience in leading a team or project and successfully implementing significant change programs utilizing IT tools and systems (Application/Interview).
- Agile practitioner or similar (Application).
- Project management qualification (Application).
- Familiarity with agile project management methodologies and tools, combined with expertise in structured methods for analysis and design (Application/Interview).