



Job Description



The Role			
Job Title	Business Analyst	Reporting to:	Business Analysis Manager
Function	Finance, IT & Planning	No. of direct reports	0
Base and Travel	HQ, Southwater, West Sussex. Occasional travel required		
Job Dimensions	35 hrs/week with flexible or extended hrs where required.		

1. Overall Job Purpose

The business analysis role is large, diverse and adaptable. The purpose is to provide independent research, advice, recommendations, conclusions and options to support all and any business decision at any and all levels of the organisation. They provide expert knowledge and have extensive experience, being able to understand the root cause of problems. BAs at the RSPCA are trusted and respected professionals who build relationships throughout the whole organisation.

The business analysts are able to support business functions through articulation of what they do and how they do it, They translate any requirements for change so they can be understood by the relevant audience, providing clarity and understanding so informed decisions can be made decisively.

Business Analysts perform a collaboration role in working with other technical specialists. These include support teams, solution architects, data architects, and programme / project managers. It is therefore essential that they adapt to the different industry standards these other professionals work within to reduce potential misunderstandings or confusion. These include but are not limited to; iTil, SOA, Agile, Prince 2, Waterfall, Togaf.

2. Principle Accountabilities

Investigation

- Carry out Enterprise wide investigation activities into the business environment to obtain a strong understanding of stakeholders, unfamiliar and complex systems and processes.

Analysis

- Provide expert business analysis knowledge and services to projects and programmes to support and enable business change and transformation activities.
- Carry out stakeholder analysis to identify, assess and manage all stakeholders and impacts.
- Facilitate the identification, documentation and quality assurance of business requirements (eliciting, writing and managing)through use cases, data flows, process modeling and change objectives throughout the project life cycle.
- Undertake modelling and mapping of business processes to include improvement and reengineering activity.
- Lead on Business Analysis assignments on medium (moderately complex) and large (complex) projects.
- Support business managers in making decisions regarding business change, innovation & transformation through feasibility assessments and by providing political neutral analysis, options and risk assessments.
- Provide business analysis services, which include gap analysis and product evaluation to allow the business to make strategic or tactical technology investment decisions and engage in tender and procurement processes where required.
- Contribute to solution design taking target environment and existing solutions into account to ensure maximum return on investment.

Communication

- Provide clear verbal and / or written communications in the most appropriate manner for the stakeholders both internal and external. This can range from using business language and definitions to very detailed technical discussions.
- Provide graphical aids to support decision making, 'As Is' / 'To Be' comparisons and Impact Assessments.
- Undertake co-operative liaison and collaboration with technical specialists and business representatives to derive solutions that meet business needs, align with strategy and budgets and ensure effective delivery of a commission.

Planning and Organising

- Plan and manage own workload aligned to the priorities and timeframes of projects & programmes

- Provide estimates to support planning.

Quality Assurance

- Take responsibility for the creation, improvement and evolution of BA capability frameworks, which control the standards and quality of business analysis deliverables.
- Apply required standards and procedures to business analysis deliverables.
- Provide peer review of deliverables for Business Analyst colleagues.
- Ensure that any change meets all external compliance and legal obligations

The Person	
Professional and / or technical qualifications	<p>The following qualifications are applicable to this post:</p> <ul style="list-style-type: none"> • Degree or equivalent. • IIBA Level 3 - Certified Business Analysis Professional (CBAP) • BCS Business Analysis individual certificated modules including Benefits Management & Business Acceptance, Requirements Engineering, Business Change, Business Analysis Practice, Data Management Essentials,, Business Architecture. • IIBA Business Analyst individual certificated modules including enterprise analysis, requirements planning & management, Requirements elicitation, requirements analysis & documentation, communications and solutions assessment. • TOGAF foundation - Business Architecture
Experience	<p>The successful candidate has demonstrable experience of the following areas:</p> <ul style="list-style-type: none"> • Industry standard Business Analysis methods and toolsets with regards to core BA capabilities (Requirements

	<p>Analysis, Process Analysis, Business Change, Data Analysis, Facilitation, Enterprise Analysis, Digital Transformation, Stakeholder Analysis, Business Architecture, User Research, Digital Transformation)</p> <ul style="list-style-type: none"> • Business Analysis delivery on enterprise level projects, aligned to key principle accountabilities above. • Working within Information Management • Enabling digital transformation • Working within different project methodologies (Waterfall, Agile, Hybrid) • Senior stakeholder engagement and communication • Implementation, cutover & service transition • Working in a comparable environment in terms of Enterprise size, scale and complexity.
Skills and Competencies	<p>The successful candidate additionally has the following skills and competencies:</p> <ul style="list-style-type: none"> • Specialist Knowledge - <ul style="list-style-type: none"> Expert knowledge across a range of business analysis disciplines. Ability to analyse business requirements and business processes to identify gaps, conflicts, duplication and inefficiencies. Ability to absorb complex technical information quickly. • Commercial Awareness - <ul style="list-style-type: none"> Ability to analyse risks related to potential solution Ability to identify and analyse tangible benefits and intangible benefits • Communication Skills - <ul style="list-style-type: none"> Ability to influence, motivate and engage colleagues and customers. Ability to negotiate the best possible outcomes across the stakeholder landscape Creative thinker - develops approaches for eliciting information in an environment that brings out the best in the attendees. Speaks clearly and fluently in a concise manner using appropriate style, language for the audience.

	<ul style="list-style-type: none"> ● Organisation Skills - Ability to organise and manage own work aligned to delivery times and priorities Can deliver flexibility in approach to adapt to changing demand
Personal Qualities	<p>The successful candidate will demonstrate the following qualities:</p> <ul style="list-style-type: none"> ● A positive approach - demonstrates enthusiasm and commitment. Maintains calm, effective work behaviour in the face of setbacks. ● Drive - individual is actions and results driven - a proven self starter, personally motivated to work hard towards goals. ● A desire for excellence - quality orientated with good attention to detail and confidence to consult & collaborate to attain the best possible results. ● Resilience - works well under pressure, thriving in a fluid environment ● Excellent people skills- a strong communicator who can build effective working relationships at any level in an organisation. ● An inquisitive nature - enjoys research but also reaching and recommending conclusions.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.

- Cooperate with Society policies and procedures.