

PORTFOLIO DELIVERY

CHANGE AND TRANSFORMATION RESOURCE TEAM

SENIOR TRANSFORMATION BUSINESS ANALYST

EGIV OR EGV

JOB DESCRIPTION

JOB SUMMARY:

The Senior Transformation Business Analyst will be responsible the analysis of user and business needs for complex programmes and projects. The role involves the methodical investigation, analysis, review and documentation of all or part of a business in terms of business functions and processes, the information used and the data on which the information is based.

The role requires the employment of a range of tools and techniques to map the 'As-Is' and 'To-Be' business processes. This includes the definition of requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits.

The post will be responsible for the collaborative creation and iteration of viable specifications and acceptance criteria in preparation for the deployment of information and communication systems and other business transformation initiatives.

The role will be based within a Change and Transformation Resource Team – a community of Programme and Project delivery professionals, within the States of Guernsey's Delivery Portfolio.

RELATIONSHIPS:

The role will report to the Portfolio Services Manager. He/she will be expected to work in an efficient and business-like manner as part of a team working closely with other project team members, professional advisers, consultants, political representatives, media representatives, contractors and suppliers and members of the public. The role will also report under the appropriate Governance for specific programmes and projects.

MAIN DUTIES AND RESPONSIBILITIES:

- Responsible for analysing business requirements and ensuring that they are defined and addressed (20%).
- Responsible for translating business requirements into coherent and comprehensive sets of technical requirements (50%).
- Responsible for incorporating those technical requirements into procurement and project documentation, so that they are delivered through transformation projects (30%).
- Responsible for identifying and evaluating relevant solutions to business problems
- Supporting the definition and delivery of the target operating models.
- To drive process re-engineering , requirements gathering and business transformation.
- To undertake such training as may be deemed necessary by the Portfolio Delivery Director/Portfolio Services Manager.
- To comply with the Committee's Health and Safety Policy and any other Committee's Policies.
- To comply with the principles contained in the Data Protection law concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or elsewhere.

KEY CRITERIA:

ESSENTIAL

1. Academic / Professional Qualifications:
 - A-Levels or equivalent (E)
2. Experience:
 - 2 years or more working in IT industry (or related discipline) (E)
 - Extensive experience in business analysis and business process analysis (E)
 - Experience in modelling complex IT and operational processes (E)
3. Proven abilities:
 - Strong knowledge, and experience applying, business analysis methodologies (for example, use cases). (E)
 - Ability to elicit technical and operational requirements from stakeholders (E)
 - Capacity to think in a highly structured and analytical manner. (E)
 - Capability to communicate complex concepts clearly, both in writing and in person. (E)

DESIRABLE

4. Academic / Professional Qualifications:
 - Bachelors Degree (or equivalent), preferably in business, IT, or related subject (D)
 - Professional qualification associated with Business Analysis (D)
5. Proven abilities:
 - Knowledge, and experience applying, change methodologies (for example, Prince2). (D)
 - Understanding of improvement methodologies and applying them in a project environment.
 - Understanding of IT practitioner methodologies (for example, ITIL). (D).
 - Understanding of test processes. (D)

KEY COMPETENCIES/BEHAVIOURS:

- Independence / Discretion:
 - Limited independence.
- Able to exhibit substantial adherence to all areas of the States competency framework – Leadership, Teamwork and Accountability
- Impact of Job: Medium.