RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 6 January 2019
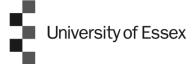
Interviews are planned for: 24 January 2018

JOB DESCRIPTION – Job ref REQ02074

Job Title and Grade:	Business Analyst(s) Grade 8
Contract:	Fixed-term, Full- or Part-time Post 1 is fixed term for 12 months Post 2 is fixed term to 27 September 2019 The posts are fixed term due to a temporary funding source.
Hours:	A notional minimum of 36 hours per week. Part-time appointments will be considered. See General Information for more details.
Salary:	£33,199 to £39,609 per annum (pro-rata for part-time)
Department/Section:	Post 1 - Strategic Projects Office Post 2 – IT Services
Responsible to:	Post 1 – Head of Strategic Projects Office Post 2 – Director of IT Services
Reports on a day to day basis to:	Post 1- Project Manager Post 2 – Business Analyst and Support Manager
Purpose of job:	To provide business analyst support to strategically important projects. Working closely with a range of colleagues across the University, including professional services and academic departments. The post holder will provide business analysis to projects in developing, refining, documenting and testing the requirements, processes and associated systems.

Duties of the Post:

The main duties of the post will include:

Project support and analysis

1. To take the lead Business Analysis role on a limited number of linked projects.

2. To support the Project Manager in working with University stakeholders to elicit and define the scope and detailed objectives of each project across its phases.

3. To work with a variety of University staff to elicit, define and validate business requirements, processes, and systems for each project using a variety of requirements gathering and validation techniques.

Business Analysis

4. To develop, analyse and evaluate business change proposals - process, people/organisation and technologies to achieve the objectives of the project.

5. To understand, map, and document relevant complex business processes and technical information (AS-IS) and combine this understanding with other aspects of the project to undertake business process re-engineering and develop future state (TO-BE) design blueprints.

6. To provide cost-benefit analysis and contribute to the development of business cases.

7. To develop and author specifications from business change and design blueprints and work closely with technical leads to ensure the business requirements are understood and translated into detailed system requirements.

Communication and collaboration

8. To promote and communicate optimum business process and service changes to a variety of users and stakeholders using relevant channels, media, and formats.

9. To support the Project Manager by supporting the requirements management including documentation, configuration, categorisation and tracking.

10. To support business users in the User Acceptance Testing (UAT) process by writing test cases/scenarios and liaising as required with suppliers, programmers and users.

11. To work with programmers and/or application vendors on software testing and service transition as required by the project.

12. Facilitating workshops and meetings with key stakeholders to identify business drivers and capture requirements.
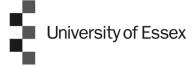
Any other duties as may be assigned from time to time by the Head of Strategic Projects Office/Director of IT Services or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit:
http://www.essex.ac.uk/hr/current-staff/terms.aspx#

November 2018

PERSON SPECIFICATION
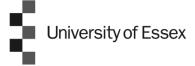
JOB TITLE: Business Analyst

Qualifications /Training

	Essential	Desirable
▪ Bachelor's degree (2.2 or above) or relevant equivalent qualification, or substantial equivalent experience	☒	☐
▪ Qualification in business analysis (eg ISEB/BCS Certificate or Diploma)	☐	☒

Experience/Knowledge

	Essential	Desirable
▪ Detailed practical knowledge and experience of the software development lifecycle	☒	☐
▪ Significant experience of working in a project team environment	☒	☐
▪ Experience of supporting the successful delivery of business change projects	☒	☐
▪ Significant experience of requirements elicitation and analysis	☒	☐
▪ Significant experience of business process analysis, mapping and authoring specifications	☒	☐
▪ Experience of participating in and co-ordinating User Acceptance Testing	☒	☐
▪ Experience of relational database technologies and web service	☐	☒
▪ Familiarity with reporting software and associated data extraction and analysis including SQL	☐	☒
▪ Experience in PRINCE-2 and/or Agile/Scrum	☐	☒
▪ Experience and understanding of Lean process improvement	☐	☒
▪ Experience of working in higher education	☐	☒

Skills/Abilities

	Essential	Desirable
▪ Extensive skills in Microsoft Office including Visio	☒	☐
▪ Strong communication and interpersonal skills	☒	☐
▪ Strong administrative and organisational skills	☒	☐
▪ Proven ability to understand and analyse complex business and technical requirements	☒	☐
▪ Proven ability to communicate and present complex information to a variety of audiences, including senior managers	☒	☐
▪ Proven ability to analyse situations and problems, develop and propose solutions, and follow through actions	☒	☐
▪ Confidence and ability to network effectively with a wide variety of stakeholders to collate, share and use relevant information to achieve project success	☒	☐
▪ Proven ability to manage competing priorities and work to deadlines in a busy and demanding environment	☒	☐
▪ Proven ability to work as part of a team	☒	☐

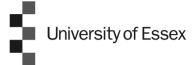**Other**

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
https://www.gov.uk/government/organisations/uk-visas-and-immigration

November 2018

University of Essex

ADDITIONAL INFORMATION

One post will be based in the Business Analyst team in IT Services, providing business analyst support to a number of projects. The second post will be based in the Strategic Projects Office working alongside a project manager to support the scoping and delivery of two cross-sectional University projects.

General information

We have vacancies for two fixed-term roles: one for 12 months and one for a fixed period from January 2019 to 27 September 2019. It is anticipated that the appointments will be made as full-time. However, we would welcome applications from individuals who would consider a part-time appointment. Please state in your application if you wish to be considered for a full-time or part-time position.

Informal enquiries may be made to Lisa Collins, Project Manager (telephone: 01206 873465 e-mail: lisa.collins@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)