



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Business Analyst, IT



**Salary: Grade 7 (£33,199 – £39,609 p.a.)**

**Reference: CSUIT1288**

**We will consider flexible working arrangements**

# Business Analyst IT

**Are you an enthusiastic and skilled Business Analyst who can support delivery of IT solutions? Do you have excellent communication and influencing skills? Would you like to join a BA team that supports change and IT development in a complex organisation?**

We are looking for a Business Analyst to join IT at one of the biggest Universities in the UK to work on IT projects that underpin critical University systems and processes.

As a Business Analyst you will work collaboratively with project managers, business representatives, end-users and technical teams within IT and the wider University to deliver systems that support effective and efficient business processes and align with University Strategy. You will have professional experience of working as a Business Analyst to effectively elicit requirements and model business processes, with a working knowledge of UML, BPMN or similar modelling techniques.

As an experienced Business Analyst you will be a skilled problem solver with the ability to communicate effectively with a diverse range of people at all levels. You will also be proficient in prioritising your own workload and managing conflicting demands on your time.

## What does the role entail?

As a Business Analyst, your main duties will include:

- Leading business analysis activities, including documenting processes and requirements through collaboratively working with a range of stakeholders from IT and the wider University;
- Working with key stakeholders to identify the technical, organisational, people, systems and process changes for each option being considered;
- Effectively documenting 'As-Is' and 'To-Be' processes as well as associated functional and non-functional requirements for solutions;
- Facilitating workshops and meetings with key stakeholders to identify business drivers and document their requirements;
- Validating key assumptions to ensure that stakeholder expectations are managed effectively;



- Providing advice, coaching and support to less experienced members of the Business Analyst team;
- Supporting the development of options to meet business needs and inform recommendations;
- Supporting the development of IT solution proposals that meet documented requirements, taking into account user needs, functionality, cost, time and quality.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Business Analyst you will have:

- Experience of working as a Business Analyst across the full project and IT development lifecycle, carrying out requirements engineering and business process modelling activities;
- Strong problem solving capability, with a logical approach and the ability to see different perspectives and options;
- Experience of creating high quality diagrams and models to convey information, including the use of UML, BPMN or similar modelling techniques and using software to support modelling, such as MS Visio or Sparx EA;
- Experience of effectively analysing problems and data, paying high attention to detail and presenting solutions and information in a meaningful way to a diverse range of audiences;
- Experience of working effectively with system and service suppliers;
- Excellent communication skills, both verbal and written, including the ability to effectively influence the outputs of others you are not directly responsible for, and to successfully convey complex information to a wide range of audiences;
- Excellent organisational and planning skills with experience of successfully managing multiple and competing priorities;
- Experience of building successful working relationships with a wide range of internal and external stakeholders and also working as part of interdisciplinary teams;
- Experience of working to deadlines, prioritising a complex range of tasks to ensure delivery in a role which has made competing demands on your time;



- Ability to work independently towards agreed goals, with a high degree of professional integrity and initiative;
- A commitment to continuous professional development.

You may also have:

- BCS accreditation in Business Analysis, certification in Lean / Six Sigma, or similar qualification;
- Experience of Higher Education sector.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Christina Lovelock, Business Analysis Manager**

Tel: +44 (0)113 343 6557

Email: [C.F.Lovelock@leeds.ac.uk](mailto:C.F.Lovelock@leeds.ac.uk)

Or

**Chris Pyatt, Business Analyst**

Tel: +44 (0)113 343 6685

Email: [C.Pyatt@leeds.ac.uk](mailto:C.Pyatt@leeds.ac.uk)

## Additional information

Find out more about [IT](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.

