

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Business Analyst (Data Futures)

## **College/Department**

Change Portfolio Management Office, Strategic Insights and Planning

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0414-21

## **Salary**

£32,871 to £35,622 per annum

## **Reports To**

Head of the Change Portfolio Management Office

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Based within the University’s Change Portfolio Management Office, this role will support the delivery of significant change as part of the Data Futures project. The post-holder will demonstrate analytical skills to successfully deliver high profile projects and realise significant benefits for the University’s students and employees.

 Working primarily on the Data Futures Project, the post-holder will work closely with a wide range of stakeholders to ensure that the University can transition from submitting an annual student return to three times a year student return.

The post-holder will lead in reviewing and building on the existing gap analysis, process and system re-engineering and building new workflows to support the generation of the HESA Data Futures Student Return.

## **Principal Accountabilities**

* Reviewing and building on the existing "as is" end to end business processes and systems usage and develop the "to be" processes, systems and workflows to improve business performance.
* Define and document change requirements conducting detailed analysis to produce business requirement documentation, operational specifications, user stories and product backlog items
* Design, specify and produce detailed output documentation (e.g., process diagrams and reports)
* Organise and run workshops, walk-throughs, and reviews with internal and external stakeholders
* Conduct feasibility studies where needed, contribute to the business case and perform impact analysis on business change requests
* Identify and complete Data Cleansing activities to support the transition to the agreed “to be” state
* Undertake and complete process re-engineering activities as per agreement with key stakeholders
* Work with IT colleagues and support with testing and system and process training
* Support the Data Futures Project Manager in managing issues and risks in line with the CPMO recommended processes, such that there is clear understanding of issues and risks, options to mitigate such risks and active management to reduce any potential impact.
* Support the Data Futures Project Manager with identifying and monitoring benefits
* Maintain accurate, up-to-date records of work undertaken to enable the Project Manager to deliver effective reporting mechanisms that provide timely and understandable information in respect of the business analysis delivery for all stakeholders including the Project Board.
* To be able to understand, and interpret both technical, and functional specifications in order to ensure the appropriate level of development work is undertaken when producing solutions.
* To take a pro-active approach in identified new technologies, and software platforms which would provide a business benefit to the University. To consider emerging trends in technologies across higher education sector and beyond, and to identify where possible we can exploit such technologies.
* Any other duties commensurate with this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Relevant degree (or equivalent qualification) or comparable knowledge gained through professional experience
* Professional Business Analysis Qualification, eg BCS Diploma in Business Analysis, IIBA

#### **Experience**

* Significant experience of interpreting customer requirements, planning work and managing expectations as a business analyst
* Experience of successfully managing competing priorities within a resource-limited environment
* Experience of building process maps and workflows
* Experience of working with large data sets and understanding detailed reports requirements
* Experience of creating gap analysis and process re-engineering.

#### **Skills, knowledge & abilities**

* Excellent problem interpretation and solving skills
* Excellent analytical skills and ability to convey key messages
* Excellent IT skills including strong knowledge of Business Analysis tools and Microsoft collaboration tools
* Excellent communication skills, written and verbal
* Able to persuade, influence & engage at all levels of an organisation
* Resilient, proactive and adaptable to change
* Inherent customer service ethos
* Ability to deliver to tight deadlines in a demanding environment
* Drive and determination for excellence
* Demonstrable experience of being able to think outside the box

#### **Business requirements**

* Flexibility with regard to working hours
* Willingness and ability to travel between sites in a cost-effective manner

### **Desirable Criteria**

#### **Qualifications**

* Professional Project Management Qualification (eg Prince2 or Agile Practitioner)

#### **Experience**

* Experience working with Student Data in a Higher Educational Institution
* Experience of delivering significant change projects
* Experience of delivering IT projects
* Experience with Peoplesoft, Tableau or Alteryx

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)