

**PERSON SPECIFICATION**  
**G7 Business Analyst**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Qualifications** | | |
| Educated to degree level or equivalent qualification or work experience in a relevant area **(Qualifications)** | Essential | Application Form |
| **Experience** | | |
| Experience of working effectively as a Business Analyst in a software development team | Essential | Application Form/ Interview |
| Experience of working effectively with technical and non-technical users and of communicating technical information appropriately to a non-technical audience | Essential | Application Form/ Interview |
| The ability to present information in an accurate and appropriate format and to convey an appropriate rationale and interest in applying for this particular post | Essential | Application Form |
| **Skills and Abilities** | | |
| Contributes to group problem solving, looks beyond obvious solutions with enthusiasm and attention to detail, to enhance business processes **(Problem Solving)** | Essential | Application Form / Supporting Statement / Interview |
| Manages cross team dependencies through coordination **(Performance Management) and** Defines assignments by results to be achieved **(Drive for Results)** | Essential | Application Form / Supporting Statement / Interview |
| Develops measurable goals for self and team **(Performance Management) and** Works efficiently and diligently to do an excellent job **(Drive for Results)** | Essential | Application Form / Supporting Statement / Interview |
| Demonstrated ability in business process mapping and the writing of user stories **(original)**; providing high quality thinking to idea development; challenging standard approaches to find more effective ways **(Creativity)** | Essential | Application Form/ Interview/ Supporting Statement |
| Demonstrated ability to elicit requirements from staff via workshops and interviews **(original)** but doesn’t need things to be black and white; making decisions without sufficient information for certainty**. (Dealing with Ambiguity)** | Essential | Application Form/ Interview/ Supporting Statement |
| Ability to actively encourage cultural change where business processes can be automated and improved **(original)**, Motivates others to find new ways of using and looking at technology and nurtures good creative ideas in self and others **(Innovation Management)** | Essential | Interview |
| Thinks ahead 6-12 months, recognizing trends and driving development; understands strategies (Digital & Uni) and applies to make good decisions **(Strategic Thinking)** | Essential | Interview |
| Negotiates or mediates disagreements; Chooses battles wisely; Recognizes value of conflict **(Negotiation and Conflict Management)** | Essential | Application Form / Interview |
| Demonstrated ability to conduct Stakeholder Analysis **(Original)** Adjusts behavior to accommodate working styles and perspectives of different individuals  Initiates contact and builds good, long standing working relationships **(Interpersonal Skills)** | Essential | Application Form / Interview |
| Presents positive and realistic picture of LU to candidates  **(Hiring and Staffing)** | Desirable | Interview |
| Takes initiative to help other team members; Encourages team members to treat each other with respect **(Building Team Spirit)** | Essential | Interview/ References |
| Explains information in a way that’s easy to understand (both in writing and verbally); Targets communications appropriately for audience **(Communication Skills)** | Essential | Supporting Statement / Interview |