JOB DESCRIPTION
Business Analyst
Vacancy Ref: A2831

Job Title:	Business Analyst	Present Grade:	

Department/College:	CIS (ISS)

Directly responsible to:	Byron Ellershaw

Supervisory responsibility for:	N/A

Other contacts

Internal:
LUSI Product Owner; LUSI Project Board; Student Systems Project Board; ISS staff; Staff in central University offices (e.g. admissions, student based services, disability office); Faculty and departmental administrative staff; Other Lancaster University staff involved with business process improvement; Departmental IT Representatives.

External:
Other Universities; Software Suppliers; External consultants.

Role Purpose:

The Business Analyst's primary role is to help the University implement technology solutions in a cost-effective way by determining business requirements and communicating them clearly to stakeholders, facilitators and partners. These business requirements are then prioritised and scheduled into technical tasks that can be delivered by the technical teams within ISS.

Major Duties:

1. Effectively determine project requirements by extracting them from relevant plans / policies / targets /procedures, as well as from current and potential future users, through interaction and research.

2. Conduct 'Stakeholder Analysis' to correctly identify the stakeholders who will be impacted by the introduction of a new or revised system.

3. Apply appropriate questioning techniques to gather information at the right level of detail and scope to represent all of the stakeholder's needs, and the ability to ask questions that lead to an understanding of the business need.

4. Utilise facilitation skills for managing meetings, requirements gathering sessions and running workshops.

5. Raise concerns regarding systems and/or processes that are in need of review with the appropriate management.

6. Map business processes to represent current and future desired outcomes.

7. Identify risks, benefits and costs of introducing new or updating current business process(es).

8. Identify potential platform solutions, compare and contrast their relevant strengths and weaknesses.

9. To work and liaise with external suppliers on the specification, purchase and ongoing costs of potential solutions.

10. To attend and report to internal meetings as directed.

11. To perform such other duties, appropriate to the grade, as may be directed by the Director of Information Systems Services or nominated representative.

In the first instance this is a Fixed-Term post for 12 months.