

JOB DESCRIPTION
Business Analyst
Vacancy Ref: N2348

Job Title:	Business Analyst	Present Grade:	6S
Department/College:	Admissions and Outreach, Recruitment, Admissions and International Development (RAID)		
Directly responsible to:	Admissions Operations Manager		
Supervisory responsibility for:	N/A		
Other contacts			
Internal: Admissions and Outreach; Information Systems Services (ISS) teams; Global Recruitment; Marketing and Communications teams; Faculty and Departmental recruitment and admissions staff; Planning Office; Student and Education Services.			
External: Software suppliers; external project teams; UCAS; international education agents; UK and international educational organisations and awarding bodies; parents and other advisers; external agencies, suppliers and providers; other institutions and organisations as appropriate.			
The Role This post is an important role that will play a key part in the development and implementation of a new postgraduate admissions systems. The post holder will take an active role in the analysis, implementation, configuration and support of all activities within a range of admissions projects, working closely with key stakeholders to achieve agreed objectives. This will include identifying, mapping, analysing and improving business processes related to admissions activities.			
Major duties:			
1. Map business processes to represent current and future outcomes.			
2. Interview stakeholders to identify requirements for process improvements to both existing and new systems.			
3. Identify areas of the business that can be improved by the introduction of automated processes.			
4. To assist in the day to day project management of software development projects where appropriate.			
5. Raise concerns regarding systems and/or processes that are in need of review with the appropriate management.			
6. To assist and support the product owners of the admissions systems.			
7. Identify risks, benefits and costs of introducing new, or staying with current, business processes.			
8. Work alongside business users to help create test plans and assure the quality of systems.			
9. To work and liaise with external bodies on the specification, evaluation and acceptance of admissions software			
10. To represent Admissions and Outreach, and RAID, on occasions when entering the procurement process for new systems.			

11. To attend and report to internal and external meetings as directed.

12. To perform such other duties, appropriate to the grade, as may be directed by the line manager or nominated representative.