Lancaster University

PERSON SPECIFICATION
Business Analyst
Vacancy Ref: N2348

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent qualification or work experience in a relevant area	Essential	Application Form
Able to work effectively with technical and non-technical stakeholders at all levels within the institution	Essential	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
The ability to work effectively within a team-based environment	Essential	Interview
Excellent written and verbal communication skills for a variety of audiences.	Essential	Application Form / Interview
Enthusiasm, attention to detail and a demonstrated capability for problem solving and creating and enhancing business processes	Essential	Application Form / Interview
Demonstrated ability to elicit requirements from staff via workshops and interviews	Essential	Supporting Statement / Interview
Demonstrated ability in business process mapping and the writing of user stories	Essential	Supporting Statement / Interview
Ability to actively encourage cultural change where business processes can be automated and improved	Desirable	Supporting Statement / Interview
Ability to identify risks, benefits and costs of change management	Desirable	Supporting Statement / Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be "scored" as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be "scored" as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.