JOB DESCRIPTION
Business Analyst, ISS – Corporate Information Systems
Vacancy Ref: N2712

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Business Analyst</th>
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<tbody>
<tr>
<td>Present Grade:</td>
<td>6P</td>
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<tr>
<td>Department/College:</td>
<td>ISS</td>
</tr>
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<td>Directly responsible to:</td>
<td>Business Analyst</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Variable according to assignment</td>
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**Other contacts**

**Internal:**
- Administration Directorates
- Members of other teams in ISS
- Departmental IT Representatives

**External:**
- Application Technical Groups
- Software Suppliers
- External Project Teams

**Major Duties:**

1. Interview stakeholders to identify requirements for process improvements to both existing and new systems.
2. Map business processes to represent current and future outcomes.
3. Identify areas of the business that can be improved by the introduction of automated processes.
4. Raise concerns regarding systems and/or processes that are in need of review with the appropriate management.
5. To assist and support the product owners of the CIS built and purchased systems.
6. Identify risks, benefits and costs of introducing new, or staying with current, business processes.
7. Work alongside business users to help create test plans and assure the quality of systems.
8. To work and liaise with external bodies on the specification, evaluation and acceptance of CIS software.
9. Aid and work alongside more experienced Business Analysts on occasions when entering the procurement process for new systems.
10. To attend and report to internal and external 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.