JOB DESCRIPTION
Business Analyst  School of Computing and Communications
Vacancy Ref: N2784

<table>
<thead>
<tr>
<th>Job Title: Business Analyst</th>
<th>Present Grade: 6</th>
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<td>Department/College: School of Computing and Communication (SCC), Faculty of Science and Technology</td>
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<td>Directly responsible to: Business Support and Project Manager (LCF)</td>
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<td>Supervisory responsibility for: Junior staff/students allocated on a project by project basis</td>
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**Major Duties:**
The role of Business Analyst will work under the direction of the Business Support & Project Manager to help recruit and support businesses within the Lancashire Cyber Foundry programme in order to achieve ERDF targets. The role will contribute to the recruitment of businesses, and will assist in the continuing development of the engagement process between academics and businesses. The post holder will support the businesses throughout the LCF programme and support the student placements within the individual projects.

The role will involve recruiting appropriate companies to engage in the projects as well as supporting project’s event/workshop platforms.

The successful appointee must be able to work with the existing team, possess excellent interpersonal and communication skills and will be expected to work effectively using their own initiative.

The following areas cover the main duties:

**Project Promotion, Recruitment, Marketing and Event Management and Delivery**

- Working with Business Development Colleagues to ensure effective recruitment of suitable SMEs onto projects
- Marketing projects effectively by networking extensively with Regional Business Advisors and other intermediary organisations
- Contributing to marketing campaigns to drive project recruitment. Actively contribute to the content of newsletters, briefs and publicity material. Improve awareness by making presentations to appropriate audiences. e.g. following up enquiries and providing information.
- Ensure that any marketing activities carried out are timely and appropriate for disseminating information on the projects and recruiting eligible client companies.
• Supporting the organisation of project events and workshops programme and to be a recognised point of contact for the Events Programme

• To take responsibility for ensuring events and workshops programme is delivered to meet the needs of regional SMEs whilst satisfying funder’s audit and compliance requirements.

• To recruit and operationally manage speakers and facilitators for the purposes of delivering the events and workshops programme to the highest standard.

• To assist with the recruitment of students and support them throughout their placement with the SMEs, providing oversight and connection with the academics.

• Attend and represent SCC at appropriate external networking events, trade fairs etc.

Administrative

• Confirming Client Company’s suitability for projects and completing relevant funding documentation.

• To analyse SME data, and produce bespoke reports for each beneficiary that has been supported through the workshop delivery.

• Work with the administration team for the maintenance of accurate, auditable client and project files through the completion of appropriate forms and visit reports.

• Work with the administration team to ensure University and ERDF administration requirements are fully met and ensure compliance with funding requirements and university systems, particularly procurement

• Ensure that beneficiaries of SCC work are aware of the requirements for the collection of any outputs and administration associated with externally funded projects and to collect outputs as directed.

• Produce all relevant documentation / reports in line with requirements of ERDF as directed.

• Support the submission of quarterly reports and financial claims.

General

• To develop, manage and build existing and new relationships with outside contacts from partners, HEI’s, researchers, contractors, sector organisations, corporate and other bodies.

• To contribute to the promotion of SCC outreach activity both internally within the university and externally to the local community.

• To help seek out best practice of other Lancaster University knowledge exchange activities, also in other similar HEIs, Local Authorities and private sector initiatives and help translate these into viable InfoLab21 in-house solutions.

• Identify and report market intelligence on gaps in services and identify specific areas of opportunity for the University.

• To carry out any other duties consistent with the nature or grading of the role as required.

This role is part-financed by the European Regional Development Fund