Business Analyst
Job Specification

Date of Job specification: 07/03/12

Job status: Salaried – Full Time

Position Title: Business Analyst

Job Summary: The Business Analyst (BA) will be responsible for gathering and understanding the business needs of members within specific projects and generally in relation to the Sedex platform. The BA will then ensure together with the Project Manager and our IT partners, that the requirements are accurately translated into system developments in Sedex. The BA will be working across a range of projects complex and simple, and with a range of member companies from small suppliers to global FMCGs and retailers.

In addition the BA will be tasked with analysing business processes within the company and recommending projects to improve the effectiveness of those processes.

Detailed Duties and Responsibilities:

- Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis.
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs.
- Proactively communicate and collaborate with external and internal customers to analyse information needs and functional requirements and deliver the following artefacts as needed: Business Requirements Document, Use Cases, GUI, Screen and Interface designs
- Utilize your experience in using company-wide requirements definition and management systems and methodologies required.
- Successfully engage in multiple initiatives simultaneously
- Work independently with users to define concepts and under direction of project managers
- Drive and challenge business units on their assumptions of how they will successfully execute their plans
- Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
- Serves as the conduit between the customer community (internal and external customers) and the software development team through which requirements flow.
- Develop requirements specifications according to standard templates, using natural language.
- Collaborate with developers and subject matter experts to establish the technical vision and analyse trade-offs between usability and performance needs.
- Be the liaison between the business units, technology teams and support teams.

Skills & Experience:
Project management experience essential (formal or otherwise)
Proven business analysis skills
Minimum 2 years of experience in a managerial/senior role
Excellent Excel skills
Excellent attention to detail
Proven technical writing skills
Excellent organisational skills
Experience of user acceptance testing of software
Sound understanding of transactional websites

Reporting Line:
Product Development Manager

Proposed Salary:
TBC