

JOB TITLE: Junior Systems Analyst

JOB HOLDER _____

1. MAIN PURPOSE OF JOB

To contribute to the identification, analysis, specification and design of enhancements or new developments to CDL's software products. The aim is to provide the best solution to satisfy internal and client requirements.

2. POSITION IN ORGANISATION

- Reports to the Systems Analysis Team Leader
- Direct contact with internal customers at a design and project management level

3. SCOPE OF JOB

- **Analysis and Software Design** – To contribute, in conjunction with other members of the team, to the research, analysis and production of functional specifications and software designs
- **Quality Assurance** - To assist in ensuring documents and analysis/designs produced meet customer expectations and company quality standards
- **Communication** – Ensure a good level of teamwork, highlighting issues in good time, and proactively suggesting solutions to resolve problems where relevant
- **Work Organisation** – Effective prioritisation and meeting deadlines
- **Individual Development** – Take ownership of personal development in conjunction with the team leader
- **Technical/Commercial Knowledge** – To develop and maintain skills base in conjunction with Team Leader.

4. DIMENSIONS & LIMITS OF AUTHORITY

- To assist in the gathering and agreeing of user requirements
- To contribute to the definition of design projects, usually supported by a colleague from the Systems Analysis team

5. QUALIFICATIONS

- Minimum 'A' level, preferably HNC or HND in a relevant subject or equivalent

6. EXPERIENCE

- Understanding of logical data modelling ideally, object oriented design and/or UML
- Knowledge of VB is desirable
- Knowledge of Rational Rose is desirable
- Insurance industry experience advantageous
- Communication skills – experience of communicating with internal clients and managers advantageous

DUTIES & KEY RESPONSIBILITIES:**Junior Systems Analyst**

Analysis and Design	50%
<ul style="list-style-type: none">• To assist with requirements gathering• To assist with research into feasibility of requirements• To assist with analysis and documentation of requirements• To assist with production of approved and signed Functional Specifications• To assist with production of design documentation• Utilise analysis software tools and UML as appropriate to ensure information is communicated and maintained in an effective manner• To assist with the production of effective impact analysis on limited changes to CDL applications	
Quality Assurance	10%
<ul style="list-style-type: none">• Ensure documentation, systems analysis and designs meet customer requirements before being released either externally for review or to development teams• Ensure all work meets the guidelines & standards defined for the team and the company• To assist with the identification and resolution of errors in documentation, analysis or design• To proactively identify and resolve potential problems in output produced or the production process that may lead to customer dissatisfaction• Productively participate in peer reviews as reviewer or an author being reviewed with the aim to enhance own or team member's documentation, analysis/design and standards• Perform effective version control management in all aspects of analysis/design output	
Communication	15%
<ul style="list-style-type: none">• Liaise with account handlers and other internal staff to establish the best solution to satisfy user requirements under guidance• Perform effective handover of analysis & designs to development teams, software testing team and any other relevant internal or external person• Ensure internal customers are kept informed of development issues• Ensure that the management team are kept informed of progress & any significant issues• Proactively contribute to & utilise the team's / division's technical knowledge base	
Support	5%
<ul style="list-style-type: none">• Assist and advise internal staff where required on design issues	
Work Organisation	5%
<ul style="list-style-type: none">• Prioritise tasks effectively and achieve delivery deadlines	
Individual Development	5%
<ul style="list-style-type: none">• Identify personal development requirements• Participation in appraisal process & scheduling of appraisal tasks• To operate effectively within the team and the company	
Technical/Commercial Knowledge	10%
<ul style="list-style-type: none">• Demonstrate a good level of technical competence within the scope of the role, self-sufficiency & willingness to acquire new and additional skills• Maintain an awareness of company issues.• Maintain a good knowledge level of all aspects of CDL application	

- Demonstrate a good knowledge level of Design and Analysis Techniques and Methodologies
- Demonstrate a good knowledge level of Design and Analysis support software
- Demonstrate a good knowledge level of key areas of CDL applications systems design and architecture
- Demonstrate a good working knowledge of MS Office software