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CAMBRIDGE ASSESSMENT

JOB DESCRIPTION

Job Title:	**Business Analyst (Job Ref: IS174)**
Department/ Business Stream:	**Threshold: Process Delivery**
Location:	**Cambridge**
Reports to (job title):	**Principal Business Analyst**

JOB PURPOSE

To provide detailed business analysis support Threshold Principal Business Analyst by working as part of the central Threshold delivery team. Responsible for analysing the needs of business stakeholders across the organisation to help identify how these can best be met.

Threshold Business Analysts work at all levels in the organisation up to senior executive levels and are expected to challenge, lead and provide advice on projects – working individually or as part of Domain and cross-Domain projects.

Post holders will need to work with all parts of Cambridge Assessment, external suppliers and other business work streams.

PRINCIPAL ACCOUNTABILITIES

- Consult with the business to identify the right initiatives to carry forward, assess their feasibility and build credible supporting business cases.
- Develop and document the business requirements for moderately to highly complex business and systems projects, using logical, analytical techniques to assist the business in defining coherent and consistent requirements.
- Assess the implications of business change, analysing and mapping business processes and identifying the activities needed to transition to new ways of working.
- Help to ensure that Threshold projects deliver what the business needs, ensuring that the requirements are clearly communicated, that the impact of project changes is assessed and that the user acceptance tests are aligned with business needs.
- Build credibility with the business streams (including CSD) by developing a deep understanding of their business systems and strategy and building strong relationships across the organisation.
- Work constructively and collaboratively with business streams, Threshold principal business analysts and IS.
- Develop RFI and RFP documentation as part of any package selection process.

- Share knowledge proactively, coaching others and contribute to the continuous development of analytical practices and techniques.
- Develop and maintain detailed knowledge of a Threshold Capability, including business practices, business systems, analytical approaches and an understanding of technology capabilities.
- Other duties as directed.

KNOWLEDGE, EXPERIENCE, SKILLS

Knowledge

- Knowledge of the business - both at a strategic and business process level
- Process Modelling etc. – general approaches, tools & applications in process & data modelling & issue analysis
- Knowledge of consulting methods. A qualification such as ISEB would be desirable.
- An understanding of the project life cycle - some understanding of PRINCE2 would be desirable.

Experience

- Participation in change projects at senior level; held lead and influential roles
- Experience in integrated people, process and technology change.
- Experienced as a team member and preferably also as a team leader.

Skills

- Able to communicate effectively, both orally and in writing; constructively represent and promote a given position, view or recommendation; encourage the adoption of a given recommendation or proposal with respect to customers and project team members.
- Analytical and consultative skills
- Able to carry out critical appraisal and evaluation and to provide constructive feedback regarding project deliverables.
- Able to challenge the status quo – constructively and appropriately challenge what, why and how things are!
- Able to research – investigate, assess, and assimilate relevant professional and business material to further improve the overall solution approach.
- Able to operate rationally - work within a highly pressurised environment.
- Able to think laterally - creative thinking and problem solving skills.

Attitude

- A self-starter who will diligently explore, assess and uncover new initiatives and possibilities
- Can keep to strict deadlines
- Unflappable
- Flexible approach to all situations

Behaviours

- Positive attitude – goes the extra mile, is committed, willing to take on challenges and has a can-do mind-set.
- Energy, drive, enthusiasm and determination
- Provides the best services possible, yearns for the best outcome, is curious and takes ownership
- Team focused – looks to the success of the whole rather than the self and see the ‘bigger picture’
- Confident, with gravitas