Job Title	**Business Analyst**
Job Level	4B
Location	SBP
Business Unit	Group Functions
Function	GTS
Leader	Business Analysis Leader
People Leadership	NA

Role Purpose

To support the delivery of the Global Business Intelligence Strategy in both a consistent and scalable manner.

Responsibilities

- Assist in the formation of requirements, detailed specifications and changes to reporting requirements and associated business processes
- Complete analysis of requirements ensuring it is fully defined, well understood and will deliver the business requirement, clearly highlighting business process and data issues and changes required
- Work with business representatives to ensure there is a clear plan to deliver business / data changes to enable delivery of the proposed change
- Assist in the completion of specification documentation in line with requirements and communicate these requirements to the Business Intelligence (BI)team
- Build expected results models to be used to test the developed solution
- Develop acceptance criteria guidance and input for test scripts, ensure scenarios cover key business activities and variations. Help to co-ordinate UAT execution, validating any defect impacts and actions to address.
- Ensure testing is fully signed off by project, BI team and business before being released.
- Build and maintain strong relationships with internal and external stakeholders, ensuring cross-functional working
- Ensure all required documentation is complete and in line with approved WG&S document templates. Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy
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Values

BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products

BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential

BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment

BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture

BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement

THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

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Date of last revision:	

WILLIAM GRANT & SONS &You