

ROLE PROFILE TEMPLATE

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| Job Title | Business Analyst |
| Business Unit / Group Function | Central Services |
| BU Team / Sub-Function | Optimis |
| Location | Arete |
| Leader | Business Analysis Leader |
| People Leadership | N/A |
| Job Level | 4B |
| Role Purpose | |
| To support the delivery of the Global Business Intelligence Strategy in both a consistent and scalable manner. | |
| Accountabilities | |
| <ul style="list-style-type: none"> • 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 • 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 • Responsible for management reporting packs maintenance and changes via Assyst or the Governance process | |
| Created by: | David North |
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| HRBP: | Kirsty Morris |
| Date of last revision: | January 2021 |

