ROLE PROFILE

Job Title	Business Analysis Leader
Business Unit / Group Function	GTS
BU Team / Sub-Function	Group Functions
Location	SBP
Leader	Optimis Delivery Leader
People Leadership	Yes
Job Level	3B

Role Purpose

To lead the Business Analysis team and support the delivery of the Global Business Intelligence Strategy in both a consistent and scalable manner in line with business objectives.

Accountabilities

- Lead the delivery of all Business Analysis activity as part of the wider Business Intelligence team in line with organisational requirements
- Interact with the Business Intelligence (BI) Technology Lead, resolving business related queries and agreeing on the most appropriate approach to deliver the agreed requirements ensuring solutions are cost effective and support continuous improvement
- Define the Analysis to ensure it is well understood, clearly highlighting business processes and data issues which will ensure effective delivery of the business requirements
- Lead the formation of requirements, detailed specifications outlining proposed changes in associated business processes, develop acceptance criteria guidance and input for test scripts ensuring scenarios cover key business activities and variations to effectively support the business requirements and ongoing improvements
- Support the co-ordination of UAT execution, validating any defect impacts and highlighting actions to address ensuring testing is fully signed off by project, BI team and business before being released
- Lead on any changes required to business processes or data to deliver the business requirements
- Lead testing of any proposed changes covering issue identification, tracking and effective resolution
- Influence senior stakeholders to ensure that process changes are adopted and aligned to the W&GS Change Management approach
- Work with business representatives to ensure there is a clear plan to deliver business / data changes to enable delivery of the proposed change effectively
- Build and maintain strong relationships with internal and external stakeholders, ensuring cross-functional working to support the delivery of authorised change in a timely manner
- Ensure all required documentation is complete and in line with approved WG&S document templates and standards

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Competencies

Relating and Networking	Delivering Results & Meeting Customer Expectations	Analysing
• Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels • Manages conflict • Uses humour appropriately to enhance relationships with others	• Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals.	• Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system.
Applying Expertise and Technology	Learning and Researching	Working with People
• Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions	• Rapidly learns new tasks and commits information to memory quickly • Demonstrates a rapid understanding of newly presented information • Gathers comprehensive information to support decision making • Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback). • Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)	• Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Skills and Experience

BA qualification or financial qualification

Strong analytical and problem-solving skills
A proven track record working in a complex business change environment
Experience of working with large scale systems replacements, including migration of data
The ability to break down complexity, visualise it with simplicity and create clear outputs be used in future decisions
Experience of modelling business processes using a variety of tools and techniques
Understanding of delivering large IT Programmes in a multi-region / stakeholder environment
Ability to communicate at all levels and provide information to a diverse stakeholder group
Advanced Microsoft applications – Excel, Word, PowerPoint, Visio, Outlook, Project