UNIVERSITY OF SUSSEX

happy to talk flexible working

1   Advertisement

Post Title: Business Analyst
School/department: Student Experience – Student Information System project
Hours: Full time - 36.5 hours
Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term - 2 year
Reference: 20841
Salary: starting at £37,099 to £44,263 per annum, pro rata if part time
Placed on: 22 August 2023
Closing date: 04 September 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: As soon as possible

- This is an exciting opportunity for an experienced Business Analyst to play a major role in delivery of the new Student Information System which will play a critical role in enabling digital and operational transformation within the University

- This project will aim to safeguard our position through the delivery of a secure SIS. As a modern platform the project is required to enable our key strategic goals, optimising processes that impact the student lifecycle and experience

- As the Business Analyst, you will be a key member of the project team, working across the University to deliver the new system. You will undertake and manage your own workstreams within the project which includes analysis and completion of configuration workbooks, validation of configuration data, requirements specifications, process maps, user stories and acceptance criteria

- To be successful in this role, you will be able to demonstrate excellent oral and written communications skills, having the capability to convey complex, technical information to all levels of staff. You will have experience in applying business analysis disciplines as well as the ability to manage time critical schedules combined with an excellent attention to detail

- Ideally, you will also have an understanding of the higher education sector and knowledge of IT systems and processes that support the student lifecycle and beyond

The University of Sussex is a renowned, research-led international University, located next to the beautiful South Downs and a short train journey from the centre of the vibrant city of

Brighton and Hove. The University is easily accessible by public transport, with dedicated cycling routes, and are right next to the A27.

Below are our benefits that you will get from day one:

- Hybrid working, with up to 50% remote working
- Generous Pension Scheme
- Life insurance of up to three times your annual salary for any pension-enrolled employees
- Ability to purchase additional Annual Leave though our Scheme
- Discounts on public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan
- Considerable discount on our superb on-site Gym Facilities

This is a full-time fixed term role and is suitable for a job share and hybrid working.

Please contact Senior Business Architect Sarah Kirkbright s.kirkbright@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed in the UK.

2.   The School / Division

Please find further information regarding the school/division at Student Experience : Professional Services : Schools and services : Staff Hub : University of Sussex

3.   Job Description

Job Description for the post of: Business Analyst

Department: Student Experience

Section/Unit/School: Student Information System project

Location: Student Centre

Grade: 7
Responsible to: Senior Business Architect

Responsible for: **N/A**

To analyse, optimise and document the AS-IS and TO-BE business processes, for the Student Information System project.
- To undertake and manage:

- process mapping, documenting and analysis
- requirements elicitation and documentation from high to detailed level
- requirements analysis and re-engineering
- workshops and stakeholder engagement activities
- persona development
- solution analysis
- feed into Project documentation e.g., Benefits, RAIDD, Comms
- story mapping and user stories
- develop training approach, plans, materials and deliver User training
- other Business Analysis activities as required

4.   Person Specification

Key Responsibilities:

1.	Work with Stakeholders to prepare and review AS IS and TO BE process maps and subsequently refine based on business needs
2.	Work with the business using a variety of elicitation techniques to define, validate and document requirements for the SIS project ensuring traceability back to source and assuring adherence to business objectives and consistency, challenging positively as appropriate.
3.	Work with Stakeholders to identify and document Personas to ensure sense check of requirements
4.	Obtain formal agreement by the Stakeholders regarding the scope of the requirements and to establish a baseline to which delivery of a solution can commence and to manage any requests for changes to that baseline.
5.	Use analytical and communication skills to bring consensus to complex situations, whilst maintaining a focus on business objectives. Recognise barriers to success and tackle them effectively.
6.	Provide expertise and assist the business in the identification of Acceptance Criteria and Business Rules for the SIS project. Feed into the identification of potential Business Benefits.
7.	Liaise with the Project and Business to understand, analyse and challenge the solution
8.	Provide the bridge between the business Stakeholders, Project team, Suppliers and any Third Party, throughout the project lifecycle.
9.	Document and disseminate both technical and business information and facilitate business change processes and the planning and implementation of change.
10.	Agree the training approach and develop suitable materials, plans and deliver training to system Users

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person Specification for the post of Business Analyst

KNOWLEDGE and SKILL	Essential	Desirable
Demonstrable expert skill of the techniques for business analysis	☒	☐
Demonstrable understanding of database technologies and methods	☒	☐
An empathy with the needs of users, a desire to meet their business requirements and the ability to communicate clearly with users.	☒	☐
A proactive approach to problem solving	☒	☐
Ability to work under own initiative	☒	☐
Ability to cope with multiple assignments and projects simultaneously in a high pressured environment	☒	☐
Excellent inter-personal and communication skills	☒	☐
Ability to appreciate the potential benefits and improvements afforded to business processes by the application of technical solution	☒	☐
Good knowledge of University business procedures and terminology	☐	☒
An understanding of the Data Protection Act and other legislation	☒	☐
Experience of delivering User training and materials	☒	

EDUCATION and EXPERIENCE	Essential	Desirable
Experience of working in a complex business environment in a similar role	☒	☐
Experience of working as a member of a team and willingness to provide assistance wherever it is needed	☒	☐
Experience of working in a customer facing role	☒	☐
Experience of working with databases, and of extracting and using data from them	☐	☒
Educated to degree level	☐	☒

PERSONAL ATTRIBUTES and CIRCUMSTANCES	Essential	Desirable
Ability to develop and maintain effective working relationships within and outside the team	☒	☐
Sensitivity, tact and diplomacy with the ability to remain calm in difficult situations and when under pressure	☒	☐
Ability to acquire new skills and eagerness to learn	☐	☐