



1 Advertisement

Post Title: Graduate Associate Business Analyst

School/department: Student Experience

Hours: Full time - 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: 1 year fixed term

Reference: 20842

Salary: starting at £22,630 to £23,662 per annum

Placed on: 03 July 2023

Closing date: 21 July 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 vacancy is only open to University of Sussex graduates who graduated in academic year 2021/2022 or will be graduating in June 2023 after completing 2022/2023 academic year in any discipline.

- This is an exciting opportunity for a Graduate Associate to become involved in delivery of the new Student Information System which will play a critical role in enabling digital and operational transformation within the University
- As the Graduate Associate Business Analyst, you will be a key member of the project team, working across the University to deliver the new system. You will support the team with the project workstreams which includes working in such areas as 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, with the capability to convey information to all levels of staff along with an excellent attention to detail
- Ideally, you will also have an understanding of IT systems and processes that support the student lifecycle

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 through 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.

This vacancy is open to University of Sussex graduates (UG and PGT) in any discipline.

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: Graduate Associate Business Analyst

Department: Student Experience

Section/Unit/School: Student Experience – Student Information System project

Location: Student Centre

Grade: 3

Responsible to: Senior Business Architect

Responsible for: N/A

A Graduate Associate role designed to support the team and Senior Business Architect to deliver the Student Information System project.

To support and develop skills in relation to Business Analysis activities such as:

- process mapping
- requirements elicitation and documentation
- requirements analysis and re-engineering
- workshops and stakeholder engagement activities
- persona development
- data analysis
- feeding into Project documentation e.g., Benefits, RAIDD, Comms
- story mapping and user stories
- other Business Analysis activities as required

4. Person Specification

| | |
|----|---|
| 1. | Support the SIS Business Analysts and Senior Consultants to define, document and validate requirements and business processes |
| 2. | Assist with the preparation of project and technical documentation |
| 3. | Assist with developing artefacts and collateral to support delivery of the project |
| 4. | Support the management and measurement of business benefits |
| 5. | To maintain records, including electronic files and data systems |
| 6. | Develop competencies and skills as outlined in the Graduate Personal Development Plan as agreed with the line manager |

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 Graduate Associate Business Analyst

| KNOWLEDGE and SKILL | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| Broad understanding of the techniques and toolkits for business analysis | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| An empathy with the needs of users, a desire to meet their business requirements and the ability to communicate clearly with users | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Good familiarity with the Microsoft Office suite | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The ability to distinguish between conflicting demands, scheduling, and planning work in order to meet priorities and deadlines | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| EDUCATION and EXPERIENCE | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| Experience of working as a member of a team and willingness to provide assistance wherever it is needed | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience of working in a customer facing role | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Experience of working with databases, and of extracting and using data from them | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Educated to degree level | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| PERSONAL ATTRIBUTES and CIRCUMSTANCES | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| Ability to develop and maintain effective working relationships within and outside the team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The desire and ability to work as part of a flexible team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to acquire new skills and eagerness to learn, with a desire to develop themselves and the role | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent inter-personal and communication skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |