

Advertisement

Post Title: Business Analyst (multiple vacancies)

School/department: Student Experience

Hours: Full time or part-time hours considered up to a maximum of 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term for 3 years

Reference: 7130

Salary: starting at £34,304 to £40,927 per annum, pro rata if part time

Placed on: 13 December 2021

Closing date: 20 January 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: Immediate

- This is an exciting opportunity to join the Student Experience Division at the University of Sussex and to play a key role in achieving the vision for student support systems across the University
- We are looking to recruit Business Analysts to support the introduction of new student technology solutions, primarily a Student Information System, by providing business analyst expertise and insight to work on the project
- These are new posts designed to help make significant improvements to the student experience involving the entire student lifecycle
- The roles will be crucial in enabling delivery of the project and will work across the organisation to develop processes, elicit and document stakeholder requirements and complete analysis activities so would be an ideal opportunity for those wishing to expand their already existing knowledge of Higher Education, or for those who want to develop their organisational knowledge

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961, Sussex is a successful, growing University with a top-20 place in the major UK higher education league tables. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove.

It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

Please contact Sarah Kirkbright e: s.kirkbright@sussex.ac.uk t: 07748186443 for informal enquiries.

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

2. The School / Division

Please find further information regarding the school/division at

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience>

3. Job Description

Job Description for the post of: Business Analyst

Department: Student Experience

Location: Sussex House, Falmer

Grade: 7

Responsible to: Senior Business Architect

Responsible for: N/A

Purpose of the post:

To support the Senior Business Architect to deliver the Student Information System project and complete other Business Analysis activities as required

To:

- analyse, optimise and document the AS-IS and TO-BE process maps, adhering to Sussex mapping notation, quality standards and principles
- complete requirements elicitation and documentation from high to detailed level, adhering to Sussex quality standards and principles
- complete requirements analysis and re-engineering
- complete workshops and stakeholder engagement activities
- complete persona/ user journey/scenario development
- complete detailed solution analysis
- maintain Business Analysis documentation e.g. Process maps, Requirements documentation
- develop story mapping and user stories
- Engage in Procurement activities e.g. Supplier demonstrations and analysis of solution to requirements
- other Business Analysis activities as required in the event that the project delivers before the fixed term contract ends, or dependent upon business needs

Key Responsibilities:

1.	Work with Stakeholders to develop and maintain relationships 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 / user journeys/ scenarios 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 identify 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 help to facilitate business change processes and the planning and implementation of change

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.

4. Person Specification

KNOWLEDGE and SKILL	Essential	Desirable
Demonstrable expert skill of the techniques for business analysis	<input checked="" type="radio"/>	<input type="radio"/>
Demonstrable understanding of database technologies and methods	<input checked="" type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>
A proactive approach to problem solving	<input checked="" type="radio"/>	<input type="radio"/>
Ability to work under own initiative	<input checked="" type="radio"/>	<input type="radio"/>
Ability to cope with multiple assignments and projects simultaneously in a high pressured environment	<input checked="" type="radio"/>	<input type="radio"/>
Excellent inter-personal and communication skills	<input checked="" type="radio"/>	<input type="radio"/>
Ability to appreciate the potential benefits and improvements afforded to business processes by the application of technical solution	<input checked="" type="radio"/>	<input type="radio"/>
Good knowledge of University business procedures and terminology	<input type="radio"/>	<input checked="" type="radio"/>
An understanding of the Data Protection Act and other legislation	<input type="radio"/>	<input checked="" type="radio"/>

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

PERSONAL ATTRIBUTES and CIRCUMSTANCES	Essential	Desirable
Ability to develop and maintain effective working relationships within and outside the team	<input checked="" type="radio"/>	<input type="radio"/>
Sensitivity, tact and diplomacy with the ability to remain calm in difficult situations and when under pressure	<input checked="" type="radio"/>	<input type="radio"/>
Ability to acquire new skills and eagerness to learn	<input checked="" type="radio"/>	<input type="radio"/>