

**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Senior Business Analyst (BIU, HR Systems) | **Job ref no:** | BIU-0350-24 |
| **Grade:** | 7 | **Department:** | PSD (BIU) |
| **Accountable to:** | Business Architect | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | S. Jackson/I. Hamer | **Date PS created/ reviewed:** | October 2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Service Delivery** | Working collaboratively, ability to develop and implement business processes and systems usage.  Experience of managing business systems, including system upgrades, development and fault-finding/resolution.  Good working knowledge of HR Information Systems. | Good understanding and experience of compliance with UK Data Protection legislation.  Experience of managing business systems projects.  Experience of SaaS based products |
| **Communication** | Experience of liaising effectively through written and verbal communication with people at all levels, both within and outside of the organisation.  The ability to relate effectively to people in a variety of different scenarios.  The ability to sell ideas or benefits and build persuasive arguments based on data, logic, and objective merits of solutions.  Excellent negotiation and influencing skills.  Ability to extract data from complex systems accurately and to deadlines and in using this for reporting.  Experience in training others in software-based systems. | Ability to present ideas and data in workshops and meetings. |
| **Experience** | Demonstrable experience of using business intelligence tools such as Business Objects and Power BI  Good understanding of system and process dependencies. | Qualifications in Business Analysis. |
| **Planning and Organisation** | Ability to manage own workload, prioritising effectively, meeting challenging project timelines and goals. |  |
| **Initiative and Problem Solving** | Experience of working independently and as part of a small team.    Ability to manage complex and competing requirements.  Demonstrable appetite for professional development. | Ability to assess risk in relation to systems use and business process. |
| **Analysis and Research** | Experience in manipulating and analysing data to produce detailed reports.  Understanding of workflow in business process.  Ability to analyse data in support of service delivery decisions.  Willingness to seek solutions to complex problems in a timely fashion.  Experience of having implemented improvements to processes and procedures. | Experience of participating in external networks and working groups and benchmarking external organisations.  Experience of providing reports to internal committees or to senior managers.  Experience of using SQL or Relational Databases for reporting |
| **Sensory and physical demands, and work environment** | Willingness to work such hours as are necessary for the proper and effective performance of your duties/out of hours on occasion. |  |