**PERSON SPECIFICATION (PS)**

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

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| **Job Title:** | Business Architect | **Job ref no:** | ISD-0163-25 |
| **Grade:** | 8 | **Department:** | Professional Services Department |
| **Accountable to:** | Head of Digital Transformation | **Responsible for:** |  |
| **PS created by/ or reviewed by:** | Izzy Hamer | **Date PS created/ reviewed:** | 27.2.25 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Training and Education** | A degree in Business Administration or Business Analysis, Information Technology, Computer Science, or a relevant professional qualification in Business Analysis | Commitment to continuous professional development. |
| **Communication** | Excellent communication skills.  Proven ability to persuade and negotiate at all levels.  Ability to present complex ideas and data in workshops and meetings. |  |
| **Initiative and Problem Solving** | Experience of working independently and as part of a small team, managing workloads, prioritising effectively, and meeting challenging project timelines and goals. |  |
| **Planning & Organisation** | Ability to manage conflicting time pressures and multiple priorities while meeting deadlines and targets. |  |
| **Analysis and Research** | Proven ability to analyse complex data, using spreadsheets and systems and to interpret accurately and translate into timely and accurate reports.  Ability to research appropriate project methodologies. | Experience of creating business architecture deliverables including capability, value chain and conceptual data models.  Knowledge of business process automation and the initiative to use new technologies, such as AI, to deliver efficiencies. |
| **Experience** | Extensive experience working in Business Analysis or Business Architecture  Experience of working within the Higher Education sector  Extensive experience of analysing detailed and complex process and data models utilising a variety of tools and methodologies  Experience of identifying and realising business benefits  Experience of project management and implementation | Experience of working within a veterinary or clinical environment |
| **Skills and Knowledge** | Detailed knowledge of business analysis practice.  Team and line management skills.  Project management skills, including Waterfall, Agile/Scrum.  Knowledge of digital technologies, data analytics, and change management. |  |