

Business Analyst

Reports to: **Lead Business Analyst**

Direct reports: **N/A**

Evaluation: **513 points**

Grade: **N7**

Reference: **CC453**

Purpose

To support the exploitation and practical deployment of innovative business solutions to maximise service benefits to the Directorate and the Council.

Main Duties

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support the research and analysis in new and emerging business applications and products to assess their relevance and potential value to the Directorate, and to help promote and pursue innovation opportunities.
2. To support the procurement and implementation of new business applications, products and changes as directed.
3. To support the provision of specifications and business requirements documents to IT Newcastle and other ICT specialists for new business solutions, applications, and changes.

4. To support business improvement programmes and projects through supporting service managers and staff to prepare the business for transition to new ways of working, and to assist in “managing through” the transformation process whilst maintaining business as usual, continuity and quality.
5. To support the promotion and sharing of best practice and the exploitation and practical application of current business applications and products, including holding user groups to develop areas for improvement, share knowledge and experiences and identify joint opportunities.
6. To capture, manage and maintain information across the Directorate in accordance with correct procedures and standards, and to provide assistance, advice and training as directed.
7. To act as a key point of contact to provide support for managers and field operatives using mobile business solutions.
8. To account for expenditure on mobile business solutions and to ensure that all income due to the directorate is collected in accordance with the Council’s policies and procedures.
9. To provide information across the directorate, including producing maps, reports, statistics, and data analysis.
10. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.