Business Analyst

Job Description

Reports to: Team Manager
Direct reports: N/A

Evaluation: **510** points
Grade: **N7**
Reference: **CC154**

Purpose

Ensure systems and system related products and business process are fit for purpose, and to enable the production of management information data and analysis which are quality, compliant, enable performance assessment and improvement planning, and service development.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake the assessment of Directorate systems and business process against practitioner, management and analytical data requirements, and to design and implement proposals for improvement, in collaboration with practitioners, management, and the Systems Lead Officer and Performance Analyst.

2. To ensure systems, system related products and business processes are compliant with local and national statutory data reporting requirements, and enable sound performance and analytical enquiry.

3. To assist with system upgrades, development of system related products and system evolution, liaising with other directorates as necessary.

4. To assist with the identification and implementation of interoperable system solutions which enable integrated working, both within a single agency and multi-agency context, in collaboration with System Lead Officer and Team Manager.

5. To develop and maintain recording and reporting mechanisms using appropriate software, to provide accurate and timely management information which enables robust performance monitoring, improvement planning and service development, and the fulfilment of statutory national reporting requirements.

6. Participate in directorate programmes and projects as directed by the Systems Lead Officer and/or Performance Analyst, supporting analytical and statistical work, and preparing reports and presentations for audiences at all levels within a single agency or multi-agency setting.

7. To collaborate with and provide support to practitioners and management teams in meeting business standards and objectives, by identifying and reporting on business process compliance, performance indicators and analysis of position against target.

8. To develop and maintain effective working relationships with internal and external stakeholders to ensure systems, business processes and management information are fit for purpose.

9. Work with Practitioners Trainers to design appropriate learning and development programmes around new and existing systems.

10. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.