TRINITY COLLEGE LONDON	# Job Description

JOB TITLE:	Business Analyst
Accountable to:	Head of IT
Staff managed:	None

PURPOSE OF THE JOB

The purpose of the Business Analyst role is to ensure that high-quality, fit for purpose IT solutions are designed, developed, and implemented, which enable Trinity's growth and support the delivery of the company's strategic objectives.

The Business Analyst will work across the full lifecycle of IT projects and will be responsible for identifying, analysing and communicating business requirements in line with project objectives

KEY ACCOUNTABILITIES & TASKS

- Assist the business in reaching a common understanding and agreement on what is required / expected of IT systems
- Construct business cases for proposed initiatives/projects
- Elicit and document requirements in line with the chosen project methodology
- Verify and prioritise requirements with relevant stakeholders
- Work with stakeholders to ensure IT solutions and business processes are aligned and meet Trinity's needs
- Work closely with the development team and key business representatives to review and refine IT solution designs to ensure they meet business needs and align with Trinity's strategic application architecture.
- Plan and manage functional and non-functional testing and defect management
- Assist in providing second line support for business-critical systems
- Assist in providing user training
- Promote and support business change

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification

- TBC

ESSENTIAL SKILLS REQUIRED:

- Experience of working in the Education sector is desirable, preferably within an Exam Board or Awarding body

- Exemplary written and oral communication skills
- Ability to build and maintain strong working relationships with internal stakeholders and external partners
- Experience in a variety of requirement gathering techniques
- Excellent business process modelling skills

- An appetite for challenging existing practices where appropriate
- Ability to work effectively in a rapidly evolving business environment
- Ability to take initiative and drive a work stream without close supervision
- Good technical knowledge in order to validate proposed system solutions

- Experience of working with package solutions, ideally Oracle Siebel, is desirable

CONTACTS : INTERNAL AND EXTERNAL

- The Business Analyst will report to the Business Solutions Architect and work closely with the broader IT Team
- Work constructively and collaboratively with representatives from across the business, as well as external stakeholders
- Build strong relationships with Trinity's overseas markets
- Liaise with various working groups that exist across the organisation
- Manage relationships with 3rd party suppliers

FINANCIAL PARAMETERS

The Business Analyst will have no budget responsibility