



JOB DESCRIPTION

Job Title:	Business Analyst
Department / Unit:	Strategic Planning
Job type	Professional Services
Grade:	RHUL 8
Accountable to:	Director of Strategic Planning
Accountable for:	N/A
Purpose of the Post	
<p>The College is currently developing an exciting and transformative new 3-year strategic plan for the College. The plan will introduce a significant amount of change to the College, and this role is fundamental to its implementation.</p> <p>The role sits within the Strategic Planning directorate. The role-holder will also work closely with the Senior team including the Deputy Principal (Operations) and Senior Vice Principal (Academic Strategy, Planning and Resources) to ensure alignment with the strategic plan. The Strategic Planning Directorate is responsible for providing planning support and management information to inform decision making as part of the strategic planning process and the delivery of the College's strategic objectives.</p> <p>You will be expected to have a good understanding of how Royal Holloway operates, and the ability to liaise with many stakeholders both within, and external to, the College.</p>	
Key Tasks	
<p>The new plan will require a suite of projects that move the College forward to achieve its objectives. This role is starting as we begin this journey and as a result will require the role-holder to start quickly. The key responsibilities include:</p> <ol style="list-style-type: none"> 1. Undertaking business analysis of existing processes to understand, document and create projects that will elicit the changes required to implement the new Strategic Plan 2. Apply a wide range of improvement techniques and tools to review existing business processes, develop 'to-be' process maps and support implementation of process change. This will include: process mapping, root cause analysis, cause and effect analysis and application of prioritisation techniques. 	

3. Gather and organise complex information and data to identify underlying issues and their causes and provide solutions to rectifying these, considering factors such as cost, benefits, risks, timing, buy-in, goals and values.
4. Investigate, analyse, visualise, articulate and solve complex problems and concepts based on available information. Including the use of data to formulate both proposals and solutions and identifying and analysing options to assess feasibility and operational impact.
5. Work to ensure that the business solutions align with the vision, mission, objectives, and strategy as well as, where possible, the business and user needs. Clearly identifying and recognising viable solutions or controls.
6. Develop and maintain a good understanding of the aims, objectives, risks and KPIs within the new Strategic Plan.
7. Enable the development of a culture of continuous improvement within Professional Services
8. Undertake responsibility to work with the relevant teams across the College to capture requirements, document existing processes, highlight pain points, opportunities and threats.
9. Document the functional and non-functional requirements for the key projects being developed to achieve the Strategic Plan
10. Collaborate with Schools, Academic Departments, and relevant academics, plus Professional Services Directorates, Departments, and teams to ensure cohesion and commitment to the Strategic Plan
11. Make a significant contribution to the preparation of evidence based business cases, this includes the creation of appropriate documentation for submission to the College's governance process.
12. Manage initiatives assigned to you within agreed timescales, cost and defined quality standards
13. Provide management reports on progress to Boards and Committees. This may include setting agendas and taking minutes at project meetings specific to your delivery remit.
14. Identify, assess and monitor risks and impact associated with the delivery of the new strategic plan, recommending mitigating actions as appropriate.
15. Agree and monitor budgets and resources where relevant.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Senior Management Team
- Heads of Academic Schools
- Directors of Professional Service
- Heads of Academic Departments
- Strategic Planning Team
- IT Services