

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Business Analyst

Department: Strategic Planning and Change

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree or equivalent	Y		Application form
Business Improvement qualifications e.g. Lean Six Sigma		Y	Application form
Skills and Abilities			
Excellent team-working skills, whilst also being able to use initiative and work independently.	Y		Application form, interview
Excellent planning and organisational skills to manage variable workloads and changing priorities.	Y		Interview
Excellent written and oral communications skills that include the ability to presenting detailed information to a wide cross section of stakeholders.	Y		Interview, application form
Highly developed interpersonal skills, including negotiating, influencing and relationship building.	Y		Application form, Interview
Ability to work with a high level of discretion in a political and sensitive environment to achieve consensus, including amongst senior members of staff.	Y		Interview
Experience			
Experience of designing, validating and implementing programmes of change within the HE sector.		Y	Application form, interview
Experience of managing successful organisational initiatives which require wide internal and external stakeholder engagement and participation.	Y		Application form
Experience of business analysis, requirements gathering and business case development.	Y		Application form, interview

Experience of managing projects including identifying and managing project risks and issues.	Y		Interview
Experience of partnering with design teams, technical teams and business owners to identify solutions and resolutions to problems.	Y		Application form
Experience of working in the HE sector and a sound understanding of policy and the political environment		Y	Application form, interview
Experience of using tools, processes and techniques to understand and make use of complex data	Y		Application form, interview
Experience of using data analytics and statistical models to identify and investigate potential issues with current service or identify options for enhancement	Y		Application form, interview
Experience of applying creativity and originality to problem solving	Y		Interview