

## Job Profile

**Job Title: Business Analyst – Oracle Cloud Support**

**Job Grade: Level 4 Zone 2**

**Salary Range: £45,042 to £51,870**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Working in Finance Corporate Services means you will join a diverse and ambitious team helping to make the borough a better place for all. This role will be key in supporting services across the council including Finance, HR and Payroll.

### **About the role**

We're looking for an experienced Business Analyst to join our Continuous Improvement Team providing support to colleagues in the team & working with users in our Services. The role will take responsibility for investigative work to determine business requirements and specify effective business processes through improvements, change management, business practices, procedures, and organisation change.

The post holder will drive the creation of requirements specifications and business cases using simple language for development or acquisition of IT Solutions. Part of this job may also involve in the finding alternative solutions, assess feasibility and recommend new approaches and solutions. Also, will lead on the creation of high-level and low-level designs in order to provide a clear set of deliverables to be handed over to the delivery teams as part of project commissioning.

As a Business Analyst you will work as part of our HR & Finance Applications Support Team to provide support to colleagues by undertaking business analysis, business requirements gathering and assist with change requests, system upgrades and installations of applications.

The post holder will get involved in delivery of small improvements, develop reports and produce/update relevant documentation to a clear design specification, using standard approaches and techniques to ensure compliance across the Council.

### **About you**

To be successful in this role, you'll have to meet the following criteria:

- You will have ability to analyse business processes and identify improvements, working in partnership with multi-disciplinary programme teams and Subject Matter Experts (SMEs)
- You will have ability to document business requirements, create process maps, prepare graphs, charts and analyse documents which show what changes need to be implemented and why, and update various project related documents as required

- You will be expert in techniques which will help in modelling and understanding a business and its operation. Examples: business cases, business environment analysis, functional specifications, process modelling, stakeholder analysis, use case modelling, user stories, process mapping, screen and interface designs (desirable)
- You will have experience of working with Cloud HR and Finance solutions and integrations with other Council /3rd party systems.
- You will have some experience of project management or leading on project work and knowledge of project cycle.
- You will have an understanding of good IT practice and procedures in relation to the support of cloud solutions, networks, operating systems and upgrades.
- You will have excellent written and verbal communication skills, you will have ability to understand end user requirements and present findings effectively
- You will be competent in using Microsoft applications including MS Teams, Visio, Projects and Jira Software

**Work Environment:**

Agile working where a mixture of home working and some travelling to the office will be required. (Subject to government guidelines and agreement with the line manager)

**People Management Responsibilities:**

The Business Analyst will have responsibility of managing up to 4 staff when required.

**Relationships:**

Internal

- Operational stakeholders – typically users, SMEs or Service Managers in Business Units (HR, Payroll, Procurement, Finance)
- Wider Technical teams in Digital and Data Services

External

- Software Suppliers and Support providers

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click Diversity and Inclusion for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.

### **Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.