

## Job Profile

**Job Title: Senior Business Analyst**

**Job Grade: Level 5, Zone 1**

**Salary Range: £47,575 to £55,188**

### 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. As a Senior Business Analyst, you can play a key role in helping deliver our key Digital and Data priorities and ambitions.

### About the role

The Senior Business Analyst will lead on creating requirements specifications and business cases for the development or acquisition of ICT Solutions. Analyse business processes, identify alternative solutions, assess feasibility, and recommend new approaches. The post holder will drive and challenge Service departments on their assumptions of how they will successfully execute their plans by communicating proactively and collaborating with the Service department, in-house development and solutions providers.

### Example outcomes or objectives that this role will deliver

- Take responsibility for work to investigate business problems and opportunities, and specify required changes to business processes, people skills, information, technology and organisation structures and roles. Select, apply and monitor the use of modelling and analysis techniques, methods and standards in an informed and proficient way.
- Work effectively with senior business and IT stakeholders, conducting investigations at a strategic level and assuring the feasibility of proposed solutions. Ensure that a holistic view is taken of the business situations investigated and that stakeholder perspectives are identified and analysed with a view to achieving consensus. Ensure that business objectives and requirements are understood and provide a context with which recommended solutions are aligned. Advise senior stakeholders on business change priorities within the context of the organisational strategy and objectives.
- Utilise business knowledge and experience to assess and advise on the feasibility and relevance of proposed options for business and technical change.
- Take responsibility for the detailed specification and modelling of holistic solutions using standards, methods and techniques as required. Maintain links with colleagues within related disciplines such as business operations, software engineering and service delivery functions. Support the deployment of business and technical changes.

- Plan, arrange and facilitate meetings and workshops with stakeholders throughout the business change and software development lifecycles. Take responsibility for the management of stakeholder relationships across different levels of seniority.
- Support business case development through the identification and definition of business and technical options that will address the business objectives and requirements, and the analysis of the costs, benefits, risks and impacts for each option.
- Assist business stakeholders in defining acceptance tests for new business processes and IT systems and take responsibility for the effective execution of the acceptance tests.

### **About you**

- Experience in business analysis in a complex environment using a variety of methods and techniques.
- Proficient in applying techniques that help investigate, analyse, model and record a business area or system of interest. Example, but not limited to business environment analysis and process modelling.
- Proficient in using tools (manual or automated) to record the structure, relationships and use of information within an organisation. Examples, but not limited to class diagram and relational data model.
- Proficient in techniques for analysing and re-designing business processes that have been modelled. Examples, but not limited to Lean Six-Sigma and process cycle time reduction.
- Proficient in understanding organisational structures; their mission, objectives, strategies and tactics adopted by organisations; measures of performance such as critical success factors and key performance indicators; organisational cultures and cultural dimensions.
- Proficient in methods and techniques for preparing and presenting business cases, requests for proposal (RFP) invitations to tender (ITT) and statements of requirements/work both verbally and in writing.
- Proficient in establishing relationships, analysing perspectives and managing stakeholders from a variety of backgrounds and disciplines. Adapting stakeholder engagement style to meet the needs of different audiences. The identification of key business stakeholders and an assessment of their level of power and its, and their perspectives to inform the way(s) in which they should be considered and managed.
- Familiar with methods and techniques associated with planning and monitoring the progress of projects. Examples, but not limited to product/work breakdown structures and earned value.

### **Work Environment:**

The post holder will be required to work with a variety of teams and workplaces in line with Camden's move to a paperless and flexible work environment.

### **People Management Responsibilities:**

Line management responsibilities for the Business Analysts, up to 5 permanent staff and a number of temporary staff depending on demand for analysis work.

### **Relationships:**

The role sits within the Project Delivery function within the IT Business Management Team. The post holder will be required to work closely with other project delivery colleagues including other Senior Business Analysts, Business Analysts, Programme Managers, and Project Managers. There will also be close

working with other teams within Digital and Data Service and across the Council, in particular with key stakeholders in one of the three directorates that they will be the first point of contact.

### **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**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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,