

Job Profile

Job Title: Business Analyst

Job Grade: Level 4 Zone 2

Starting Salary Range: £45,042

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. We're looking for a business analyst to support our digital projects to help our teams withing Supporting People Directorate deliver more value to citizens.

About the role

IMPULSE is an internally hosted web-based database application implemented in Camden with the purpose to track children efficiently and proactively throughout their educational journey. It comprises several different modules used by around 180 users, including:

- School Admissions
- Special Educational Needs
- Educational Psychology
- School Inclusion Team
- Pupil Attendance Service
- Appeals

Whilst Impulse Classic worked adequately for some teams, other teams have long abandoned its use and are recoding their data in spreadsheets instead of using the database

The role of the Business Analyst is to take responsibility for investigate work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change. Also, to lead the creation of high-level and low-level designs, to provide a clear set of deliverables to be handed over to the delivery teams as part of project commissioning.

To design and communicate high-level structures to enable and guide the design and development of integrated solutions that meet current and future business needs.

About you

The successful candidate will need to:

- Work as part of the Impulse/Nexus Upgrade Project Team, working with stakeholders, subject matter experts and the supplier (CACI) to successfully test, configure and implement Impulse/Nexus upgrade project for Camden.
- Lead on and actively participate in discovery and Business Process Redesign (BPR) activities for the Impulse/Nexus upgrade project, working with Area Leads and Subject Matter Experts to undertake business analysis/mapping to fully utilise the impulse nexus suite and support tools available.
- Actively participate in design and configuration of all Impulse/Nexus modules to ensure stakeholder engagement and buy in throughout the process and post implementation.
- Utilise Agile ways of working and hybrid practices with a user-centred approach to provide successful digital solutions.
- Support implementation of related systems in Supporting People directorate
- Support and participate in system configuration and testing ensuring the product is fit for purpose.
- Be educated to BSc in relevant discipline, or appropriate professional Body qualification or equivalent industry experience
- Good working Knowledge of project management methodologies- agile ways of working.
- Develop Business Cases, Functional Specifications, Use Cases, GUI, screen and Interface designs
- Demonstrate a good knowledge and understanding of best practice in Business Analysis Knowledge of the security standards and all relevant legislation
- that affects security within the defined scope of authority.
- Have a good knowledge of current and emerging technologies
- Have a good understanding of change management and quality management and behaviour/ culture change and channel shift.
- Take responsibility for investigative work to determine service improvement opportunities and specify effective business processes. Specify their implementation through improvements in information systems, data management, practices, organisation design and equipment.
- Work with senior department and IT staff, conducting investigations at a high level for strategy studies, requirements specifications and feasibility studies.
- Define, plan and justify (in business terms) projects to develop/implement automated and non-automated components of new or changed processes, typically as part of the Business Case in the project/programme lifecycle.
- Apply modelling and analysis tools, methods and standards in an intelligent and effective way.

- Maintain technical awareness at a level where alternatives can be analysed, modelled, and classified according to technical feasibility and non-functional characteristics.
- Ensure engagement with right stakeholder community and appropriate prioritisation is applied to meet business objectives.
- Use business and technical experience and skills to assess and advise on the practicability of alternatives, marrying up technical limitations with operational realities.

Work Environment:

Alternative flexible working options available / open to discussion

People Management Responsibilities:

The postholder has no line management responsibilities but will be required to co-ordinate staff/resource on individual project workstreams which they are leading.

Relationships:

This post will report to Senior Business Analyst (IT Business Management) and with dotted-line into Impulse/Nexus project manager, working with related project teams with similar end-users.

- The post holder will be largely self-managing and will lead on the delivery of specific elements of the Project.
- The post holder will be an integral part of the Project team and will work closely with the Project Board, Working Group and colleagues in the Council's Smarter Working Programme and Shared Digital team.

The role necessitates key working relationships with:

Internal:

- The postholder will need to liaise with and build good working relationship with a wide range of teams and services across the Council including senior managers across the directorates.

External

- Liaison with the Supplier and other 3rd parties

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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

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). 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 or post to 5 Pancras Square, London, N1C 4AG,