

Job title	Senior Business Analyst		
Job family	Technology, Systems & Delivery	Band	D

Job purpose

Senior Business Analysts are capable of providing structure to all phases of delivery work. Defining and shaping the initiation and discovery, understanding the alignment of a wide range of programmes, projects and products across the BBC both tactically and strategically. They work closely with the development, production, business, supplier and technical delivery teams both internally and externally, to ensure that the BBC’s investment and the solutions delivered, realise true benefit. The senior business analysts are responsible for interpreting and analysing research information and data to gain business insight, challenging the status quo, making recommendations and promoting sound decisions.

- Key responsibilities and accountabilities**
- Creating the plan and structure to elicit requirements gathering and management. Articulating user, business and technical requirements, (both functional and non-functional) documenting accurately, removing ambiguity, to ensure all requirements are valid and traceable, contributing to a business case and solution delivery
 - Collaborate and interact with multi-disciplined teams for initial feasibility study, solution design and business justification to ensure there is a clear understanding of the “why” and the “what” change is being proposed.
 - Build and maintain good business relationships with all stakeholders and new contacts, to develop business system and domain knowledge and share across the team.
 - Advise on the implementation of strategy and identification of technical options within business areas, using research information to inform and drive business decisions both short and longer term.
 - Acquire and maintain knowledge of existing business processes and systems to identify areas for potential process improvement.
 - Identify business risk and issues; detail business impact creating mitigation plans, include any handover or operational early life support for a smooth transition.
 - Work closely with Project and Product Management teams, providing analysis updates and pro-actively seeking to remove task blockers to facilitate business or technical decisions in the BBC’s best interest.
 - Work with business areas to define, manage and plan business benefits, creating benefits maps and introducing measures to baseline, tracking and reporting progress against targets to measure performance and value.

- Knowledge, skills, training and experience**
- Essential**
- Degree in Business Management, Enterprise IT, other relevant field or equivalent experience.
 - Thorough knowledge of business and data analysis tools and techniques such as requirements engineering, structured analysis and design, process mapping and component business modelling,

business process re-engineering.

- Communication skills - both written and spoken - using a variety of methods; the ability to get the message across and relative to the audience.
- Manages professional relationships, listens, encourages discussion and promotes two-way communication.
- Thorough knowledge of project lifecycle delivery methodologies (iterative and waterfall) in a technical environment.
- Comprehensive knowledge of technical product management and development methodologies, underpinned by strong software design principles.
- Experience of a variety of project management methods, both iterative and waterfall, applied in business-to-business, or business-to-consumer solutions.
- Ability to simplify complex problems, processes or projects into component parts and to explore them systematically.
- Strong and effective planning and organisational skills; able to juggle competing priorities and take the appropriate course of action.
- Resilient and able to take input and deliver on a task; works on own initiative; can direct others.

Desirable

- Entry Certificate in Business (ECBA) Level 1 and/or Certification of Capability in Business Analysis (CCBA) Level 2 or equivalent experience.
- British Computer Society Certified Business Analysis Professional (BCS CBAP) or equivalent formal qualification in business analysis.
- Considerable experience gained within a media or similar multi-national organisation.
- Problem solving, with both tactical and strategic thinking.
- Workshop design and facilitation.
- Commercial focus, proven influencing, negotiation and conflict management skills with the ability to engage at all levels.
- Subject Matter Expert in a technology area.

Job impact

Decision making

- *Reports to the Lead Business Analyst.*
- *Regularly review the strategic roadmap and business objectives to ensure that system and process change requirements align with those published. Identify any potential deviations and escalate as appropriate.*
- *Frequently define and document the terms of reference for business and data analysis delivery.*
- *Project and product assignments will be primarily within delivery teams. Assignments will be less prescribed and may need further definition and structure working together with the relevant product or project sponsor.*
- *Engage with third party suppliers to research, compare and contrast product feature sets offered to make informed business recommendations, liaising with relevant commercial, procurement and legal team experts as required.*
- *Collaborate with the Information Security team to ensure all business and technical proposals adhere to information security policies.*
- *Business analysis assignments will primarily have a pan-BBC focus with programmes, projects and products of a challenging nature. This will involve collaboration with multiple business stakeholders and technical and/or media industry experts.*

Scope

Finance: Contribute to aspects of budget planning including resource profiling and effort estimation to build future sound business cases.

Line Management: There is no responsibility for line management. May mentor Junior Analysts.

Ad-hoc Teams: Participates in, and or leads ad-hoc teams on, small and large projects.

Other information

For Reward team use only

Job Code

Definition:

Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.