

<b>Job title</b>	<b>Junior Business Analyst</b>		
<b>Job family</b>	<b>Technology, Systems &amp; Delivery</b>	<b>Band</b>	<b>C</b>

**Job purpose**

Business Analysts are responsible for the initiation, discovery, feasibility and definition and shaping of a wide range of products and projects across the BBC. They work closely with production, business delivery and supplier teams both internally and externally, to ensure that the BBC’s investment and the solutions delivered realise true benefit. The Junior Business Analyst supports this work, ensuring that business requirements and processes are fully understood and clearly documented, while developing their own skills and becoming proficient in business analysis techniques and best practice.

**Key responsibilities and accountabilities**

- Takes ownership of gathering and articulating user, business and technical requirements (both functional and non-functional), documenting accurately, to ensure all requirements that contribute to a business case and solution delivery are valid and traceable.
- Collaborates and interacts with multi-disciplinary teams for initial feasibility study, solution design and business justification to ensure there is a clear understanding of “what” change is being proposed and “why”.
- Acquires knowledge of existing business processes and systems, documenting process models and task analysis to identify areas for potential process improvement.
- Builds and maintains good business relationships with all stakeholders and designated contacts to share business system and domain knowledge.
- Works closely with project and product management teams, providing analysis updates and raising task blockers to facilitate business or technical decisions in the BBC’s best interest.
- Works with business areas to define 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**

- Awareness of business and data analysis tools and techniques such as requirements elicitation, structured analysis and design, process mapping and component business modelling, business process re-engineering.
- To learn and adopt different business analysis techniques appropriate and relevant to delivery scope.
- Good communication skills - both written and spoken - using a variety of methods; the ability to get the message across and relative to the audience.
- Fosters professional relationships; listens, encourages discussion and promotes two-way communication.

- Good knowledge of project lifecycle and delivery in a technical environment.
- Understands project plans and is able to clearly articulate roles, project goals, and timelines.
- Good knowledge of technical product management and development methodologies.
- Experience of a variety of project management methods - both iterative and waterfall.
- Establishes responsible deadlines and personal work plans; manages time effectively.
- Good planning and organisational skills; able to juggle competing priorities and take an appropriate course of action.
- Has resilience and is able to take input and direction to run with a task; works on own initiative.

### **Desirable**

- Entry Certificate in Business Analysis (ECBA) Level 1 and/or Certification of Capability in Business Analysis (CCBA) Level 2 or equivalent experience.
- Experience working within a media or similarly complex multi-site organisation.
- Awareness of information security and ensuring that all business and technical proposals adhere to information security policies.
- Good understanding of financial planning and forecasting.
- Subject matter specialist in a technology area.

### **Job impact**

#### **Decision Making**

- *Reports to Lead Business Analyst or Executive Product Manager.*
- *Works to a defined term of reference for business and data analysis delivery.*
- *Assignments are carried out under the supervision of a more senior 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.*
- *The project and product assignments will be allocated via the management team as per business priority and objectives. Assignments will be updated and reviewed with your relevant team lead and/or line manager, using a variety of formats both verbal and written.*
- *Business analysis assignments will be of differing project and product complexity. They will involve collaboration with multiple business stakeholders and technical and/or media industry experts.*
- *You may be required to 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.*
- *Decisions and actions will have a short/medium/long-term impact on the achievement of department/division/corporate objectives depending on the complexity of the assignment.*
- *Uses both internal and external data and stakeholder analysis evidence to provide clear technical and business direction.*
- *Works as part of a technical business analysis team across the UK.*

#### **Scope**

## JOB DESCRIPTION



<i>Finance:</i>	<i>There is no financial responsibility</i>
<i>Line management:</i>	<i>There is no supervisory responsibility</i>
<i>Ad-hoc Teams:</i>	<i>Regularly participate in multi-disciplinary ad-hoc teams on small and large projects</i>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.*