

Job Title: Business Analyst

Reporting To: Senior Business Analyst

Purpose: To provide support to the Senior Business Analyst ensuring data transparency and integrity, whilst understanding and maximising the integration of current systems to ensure accurate and timely information is provided to support the business

Value

KPIs	
<ul style="list-style-type: none"> Support the Senior Business Analyst in establishing a robust and transparent Business Information function 	<i>Accurate documents submitted in line with reporting timetable.</i>
<ul style="list-style-type: none"> Support the Senior Business Analyst in the development / implementation of templates, policies and procedures 	
<ul style="list-style-type: none"> Provide insight, clarity and integrity of data sourced from multiple systems 	
<ul style="list-style-type: none"> Translate data into meaningful information to support business decisions 	
<ul style="list-style-type: none"> Provide data in a simple and meaningful way accessible to all areas of the business 	
<ul style="list-style-type: none"> Proactively identify and understand trends in data 	
<ul style="list-style-type: none"> Understand systems and data integration, identifying areas for process improvements whilst continuously analysing and monitoring the efficiency of business processes 	
<ul style="list-style-type: none"> Automate current processes and data gathering ensuing validation of the data 	
<ul style="list-style-type: none"> Perform accurate, high end reconciliations of data 	
<ul style="list-style-type: none"> Ability to work independently with little or no supervision 	

Right First Time

KPIs	
<ul style="list-style-type: none"> Provide Business Information reports to Senior Business Analyst covering key KPIs and performance metrics 	<i>Contract KPI's reported to internal teams are accurate.</i>
<ul style="list-style-type: none"> Assist in pulling together information for contract KPI's 	

Role Description

<ul style="list-style-type: none"> Create and maintain an automated month end management reporting pack 	<i>Work produced free of errors or inconsistencies.</i>
<ul style="list-style-type: none"> Handle sensitive and complex data in an appropriate manner 	
<ul style="list-style-type: none"> Map current processes and systems to provide better insight and identify areas of duplication and improvement 	
<ul style="list-style-type: none"> Co-ordinate the improvement of current databases used 	
<ul style="list-style-type: none"> Support cost / budget analysis on contracts 	
<ul style="list-style-type: none"> Set-up / develop own working templates / methodologies in a change / transformation environment 	
<ul style="list-style-type: none"> Streamline interfaces between systems 	
<ul style="list-style-type: none"> Other ad hoc projects and duties 	

Customer Recommended

KPIs

<ul style="list-style-type: none"> Form and develop effective relationships with the colleagues. 	<i>Build relationships with key colleagues and internal customers.</i>
<ul style="list-style-type: none"> Establish strong working relationships with the regional businesses and central functions, based on trust 	
<ul style="list-style-type: none"> Focus on 'Right First Time' delivery for each task 	

People Promise

KPIs

<ul style="list-style-type: none"> Be a role model for our 'Peoples Promise' recognising the efforts and achievements of other team members. 	
<ul style="list-style-type: none"> Actively participate where possible in the 'Perfect Delivery' programme and support improvement programmes to promote employee engagement. 	
<ul style="list-style-type: none"> Indirectly, Coach, mentor and motivate colleagues ensuring development needs are identified and notified to line managers. 	
<ul style="list-style-type: none"> Follow and complete any actions on your Personal Development Plan. 	<i>Complete actions on the PDP</i>

Safe
KPIs

<ul style="list-style-type: none"> Be aware of and maintain required housekeeping standards. 	Basic knowledge of MSPS policies.
<ul style="list-style-type: none"> Ensure all duties are undertaken in a safe manner. 	
<ul style="list-style-type: none"> Speak out if you suspect a health and safety breach. 	
<ul style="list-style-type: none"> Be mindful of others wellbeing. 	

Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Understanding of finance and business operations.			
Microsoft applications (cloud and non-cloud)			
VBA/Macros			
Ability to form and develop relationships			
ERP experience (COINS preferable)			
Data reconciliation & validation			
Set up and development of own systems / processes			