Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Business Analyst	
Department/Division: IMT	**Accountable to: BA Team Leader**

Competency	Criteria	E/D
Knowledge and Experience	• Significant experience of business analysis using a standards based methodology	E
	• Significant experience of authoring high quality technical documentation	E
	• A good first degree or equivalent qualification incorporating Business Analysis	E
	• Previous experience of liaising with administrative departments in an academic environment in their use of IT	D
	• Knowledge of development of client/server and web applications	D
	• Experience of project planning	E
Teamwork	• Good interpersonal skills	E
	• Actively promote team values, including accepting and promoting agreed standards	E
	• Encouraging and supporting other team members and supporting management in achieving agreed goals	E
	• Must be prepared to be flexible	E
	• Ability to lead and manage junior staff as required	D
Problem Solving and Initiative	• Good investigative and diagnostic skills	E
	• Ability to quickly interpret user requirements and produce viable solution proposals	E
Planning and Organising	• Ability to manage time efficiently	E
	• Ability to prioritise tasks efficiently	E
	• Ability to delegate tasks effectively	D
Communication	• Excellent verbal and written communication skills	E

	• Ability to communicate effectively with people on all levels of the School	E
	• Excellent ability to convert user requirements into high quality systems requirements	E
Teaching and Training	• A willingness to undertake further training and to learn and adopt new procedures as and when required.	E
	• Ability to pass on knowledge to others	D

E – Essential: Requirements without which the job could not be done.
D – Desirable: Requirements that would enable the candidate to perform the job well.