



Business Analyst (MAT Cover – Internal only)

Reference: 0122- 24

Salary: £37,099 to £44,263, per annum depending on experience

Contract Type: Fixed Term

Basis: Full Time

Job description

Job Purpose:

Forming part of the Transformation Management Office (TMO, to include PMO), the purpose of this role is to lead on business analysis to support the improvement of Aston's business systems and processes.

The post holder will analyse processes, procedures, operating practices etc. in order to identify opportunities for improvement and then determine solutions that will be delivered in the form of new or modified processes.

The post holder will contribute towards achieving positive outcomes for the University's beneficiaries – students, business and the professions, and our region and society.

Main Duties and Responsibilities:

- ▶ Contribute towards the delivery of Aston strategy, supporting projects through their life cycle by undertaking detailed business analysis, outlining problems, identifying opportunities for improvement and defining solutions.
- ▶ Establish relationships with stakeholders to understand and communicate project context, develop feasibility studies and business cases.
- ▶ Communicate with a variety of stakeholders to elicit, evaluate, prioritise and baseline business requirements to ensure they are fit for purpose, challenging positively as appropriate and setting stakeholder expectations on any gaps identified.
- ▶ Understand, analyse and develop holistic current and future business models, designing future lean processes which give stakeholders the greatest opportunity to successfully implement the output and maximise project benefits.
- ▶ Design, agree and execute appropriate solution testing regimes to detect where solutions do not accurately reflect defined requirements involving appropriate participation from solution stakeholders.
- ▶ Support business change adoption by defining the transition requirements for changes and collaborating with stakeholders to support the deployment of the required changes and allow benefits realisation.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> An Honours Degree. 	Application form and interview.
Experience	<ul style="list-style-type: none"> Working on large scale projects throughout the project lifecycle. Familiar with Waterfall and Agile project methodologies. Understanding strategic drivers for an organisation and translating them into a business need. Assessing and evaluating the impact of any changes on the business environment. Experience with relevant tools and techniques e.g. proof of concept, prototyping, process modelling, requirements engineering (user stories), stakeholder analysis, value stream analysis, benefit management. Identification of outcomes and benefits, including benefit management. Experience with producing relevant outputs such as feasibility studies, cost benefit analysis, business cases and options appraisals. 	Application form and interview.

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Experience of stakeholder management and facilitating workshops. 	
Aptitude and skills	<ul style="list-style-type: none"> • Credible and engaging. • Creative and analytical. • Enthusiastic and supportive. • Resilient and determined. 	Interview.

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Recognised Business Analysis qualification e.g. the International Diploma in Business Analysis (BCS) 	Application form.
Experience	<ul style="list-style-type: none"> • Experience of working with Microsoft Azure and the Microsoft Power Platform including Dynamics and Power BI. 	Application form.

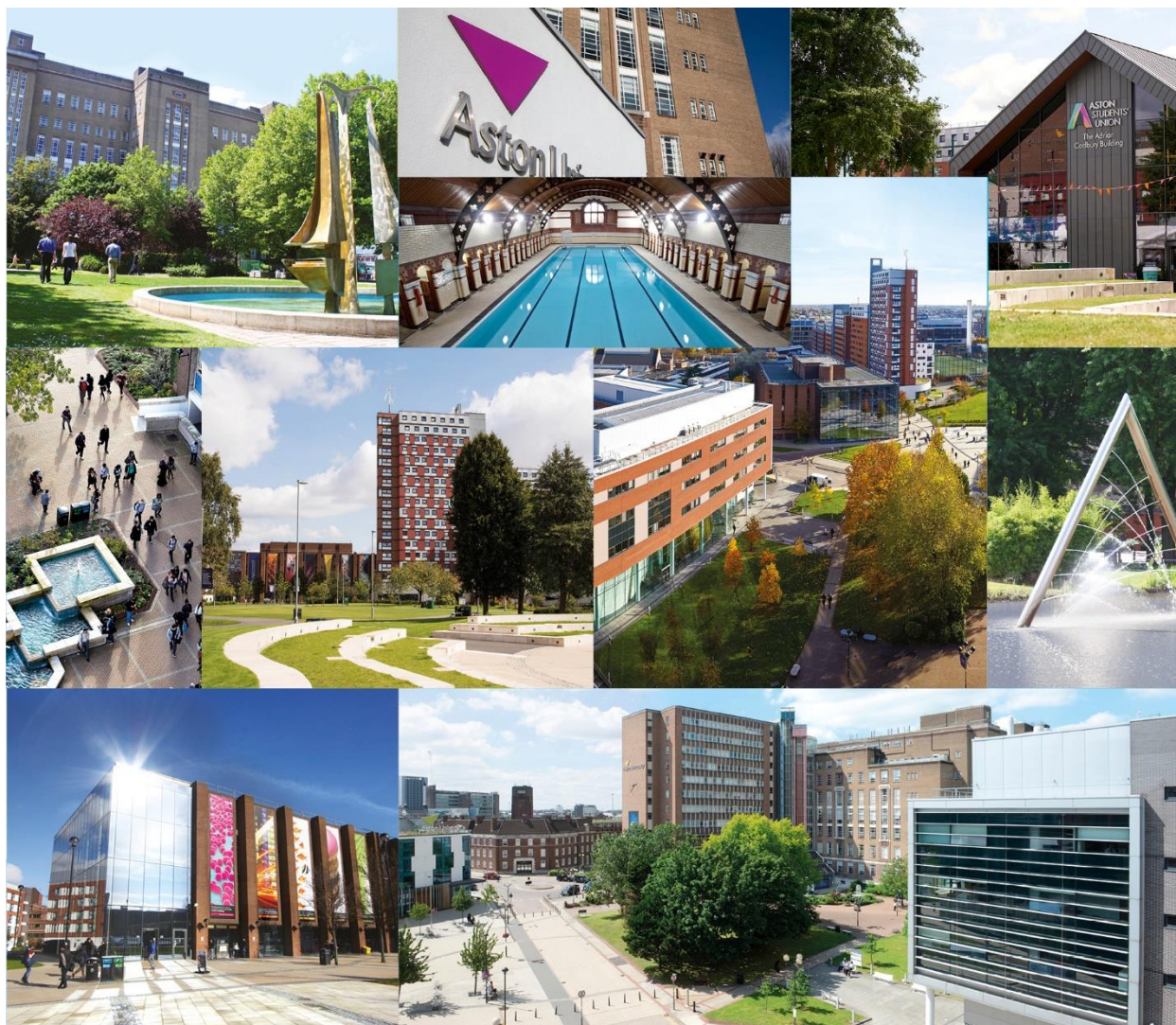
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Lisa Gregg

Job Title: Director of Business Transformation

Email: l.gregg@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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