

STEM Learning Limited

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| 1. Role Particulars | £40k - £50k |
| Role Title: Senior Business Analyst | Reports to: Head of Digital |
| 2. Organogram | |
| <pre> graph TD HD[Head of Digital] --> TL[Technical Lead (software and infrastructure)] HD --> DL[Delivery Lead] HD --> BI[BI Manager] HD --> SPM[Service and PMO Manager] DL --> BI </pre> | |
| 3. Purpose of role | |
| To Identify business needs, analyse process and recommend solutions to drive efficiencies and reduce costs | |
| 4. Key Results / Accountabilities expected from role | |
| <p>The role is accountable for being the bridge between IT and Stakeholders to build the requirements of our digital products:</p> <ul style="list-style-type: none"> • Experience of working within agile environments and comfortable being part of a scrum team. • Comfortable driving a culture of delivery, innovation, and continuous improvement. • Lead planning workshops to capture and define user requirements and data specifications. • Facilitate requirements elicitation and subsequent analysis and document high level and detailed business requirements in the form of user stories. • Estimate effort for BA resources in collaboration with the product owners. • Identify operational and technical gaps in operating processes, functionality and operating models and create options analysis. • Oversee and/or prepare thorough analysis and documentation of business processes, workflow and requirements for new systems. <p>The role holder will also:</p> <ul style="list-style-type: none"> • Be a Self-starter with experience of coaching and mentoring. • Be flexible in approach and hands on | |
| 5. Key challenges faced in the role | |
| The role holder should be an experienced and proactive individual capable of working with numerous priorities and be confident in managing your own time accordingly. We are a small organisation which means we have a supportive and 'pitch in' culture. A great problem solver with the ability to work on their own initiative. | |
| 6. Any other information | |
| The National STEM Learning Centre & Network is a key UK resource for supporting STEM teaching and learning through provision of resources, on-line and physical communities and partnership with a wide range of organisations and individuals. This includes driving forward on-going development of the STEM Ambassadors and STEM Clubs programmes alongside subject-specific support for all involved in teaching STEM subjects to young people. | |
| 7. Experience and Expertise (typical educational qualification and experience) | |
| <ul style="list-style-type: none"> • Experience working as a Business Analyst in a digital products environment. • Experience of introducing best practice and industry standards • Confident mapping as-is and to-be processes, carrying out gap analysis, creating documentation, user acceptance testing (UAT) and training. • Strong interpersonal and relationship development skills • Excellent attention to detail whilst working to deadlines and managing a varied workload. • Great communication skills, a positive, enthusiastic, and approachable manner | |

8. Economic dimensions associated with the role (if any)

9. Location

Based in the York office with a hybrid approach to working.

Some flexibility of working hours will be required to meet the demands of the role at key times, for example during any major incidents or significant project milestones.