

		ROLE PROFILE			
		Senior Business Analyst			
Reports to:	Practice Manager – Business Analysis				
Grade:	Senior Professional / Technical		Job Family:	Change	
Leadership Responsibility:	Direct Reports:	0	Indirect Reports:	2-3	Regulatory Information: Not Applicable
	Location: Binley, Coventry. Team-led hybrid working arrangements apply.				
Effective Date:	V2 16/02/2023			WD Job Code:	JC_0256
ABOUT THE ROLE					
<p>The role of Senior Business Analyst is to undertake the coordination lead for business analysis within a team. Working closely with the Release Train Senior BA, Product Owner, Scrum Master, they have responsibility for supporting the analysis approach, within the team and supporting critical assessment of activity and helping to shape and create the Product Backlog.</p> <p>A core part of the role is to work closely with all other team level roles to ensure the clarity of and alignment to delivery and maintenance of features aligned Portfolio strategy and committed outcomes as set through increment planning activity. The role requires significant interaction with business stakeholders and third parties to help ensure customer and value based outcomes are captured in the product backlog of work.</p> <p>Aligning to the product strategy and roadmap, with the ability to translate the stakeholder’s vision of the product into the business needs and communicate it to the team members to make them understand the expectations.</p> <p>To support the Practice in the continuous improvement of Business Analysis capability at the Society, helping ensure that the Practice is leading the way in collaborative, effective, straightforward, and high-quality Business Analysis.</p>					
ABOUT YOU					
<ul style="list-style-type: none"> • Excellent stakeholder management skills with the ability to influence business decisions and command credibility at all levels, building and managing relationships. • Experience of managing, supporting, and developing teams to optimise business analysis, backlog activity and value delivery. • Experience of Agile Business Analysis, having worked in the Scaled Agile Framework and/or other agile delivery. • Understanding of Agile and Lean mindset, frameworks, and practice • Experience overseeing analysis across multiple initiatives. • Strong analytical background and proven ability in analytical reasoning, including being able to add context to business activities and help drive conclusions. • In depth knowledge of process modelling and visualising business needs (user features, personas, use case analysis etc) • An excellent communicator able to communicate at all levels across the organisation to both technical and non-technical audiences in a clear, concise style of presentation in oral and written work. • Ability to analyse data and present it in a way that tells a story. • Comfortable with ambiguity, can handle the unexpected with flexibility. • Strong interpersonal and communication skills with the ability to work with a collaborative approach and build trust with others effectively. • Outstanding teamworking and collaboration skills 					

REQUIREMENTS:

- Experience in an agile / scrum environment with a demonstrated appreciation for working within a scaled environment. Well versed with SAFe and understanding of working aligned to Agile Release Trains
- Extensive process improvement experience, including experience that leverages technology as part of the solution.
- Solid experience with process redesign methods (such as business process re- engineering or Six Sigma).
- Knowledge of relevant business process standards (for example, Business Process Modelling Notation) and other business process analysis tools and methodologies.
- Proficient knowledge of Agile, DevOps and extensive business analysis skills
- Excellent written, verbal communication and analytical skills across all stakeholder groups.

YOUR KEY RESPONSIBILITIES. (Additional detailed performance objectives will be set by your manager)

General Profile	<ul style="list-style-type: none">• Supporting the feasibility and shaping of activities and features on the Product backlog, you'll play a key role in keeping the product backlog prioritised and refined to plan the subsequent iterations and tasks for the next program increment.• To have an understanding of the overarching product strategy and the impact that design decisions have on stakeholders and customer value outcomes.• Support fundamental Agile mindsets, practices, and strategies to help integrate Agile, Lean, and SAFe principles into Business Analysis within the train.• To be able to articulate issues and design concepts clearly to stakeholders, influencing opinion at all levels of the organisation.• Supporting the team in their coordination and readiness activities, including support to identify changes to procedures, testing, communication and training needs, enabling them to adapt to and accept the change at implementation.• Assist the Scrum Master by supporting Iteration / Release Planning, Backlog Refinement, Retrospective, Sprint Review, Scrum of scrums.• Support, document, and embed the agreed analysis practices and processes aligned to the Agile Release Train• Conducting and supporting Value Stream analysis and mapping, to help ensure value alignment.• Be accountable for the quality of business analysis artefacts and communications aligned to the Agile Release Train• To work with and support other members of the Product team around design, development, and test activities, ensuring releases meet the agreed business requirements and customer outcomes whilst not compromising CBS's architectural strategy
People & Relationships	<ul style="list-style-type: none">• Work closely with the Product Managers, LBA's, SBA-RT and SBAs/BAs at team level to ensure requirements are well defined. alignment to strategy with execution and focus on value based outcomes.• Working with internal stakeholders and external partners. They will be responsible for liaising with and influencing both internal stakeholders, as well as stakeholders and provisioned resources from partner organisations.• Working with the Scrum Master/Product Owner to liaise with multiple stakeholders across the organisation, to support identification of business priority and help identify where technical dependencies exist.• To act as a role model to other SBAs and BAs, supporting and motivating them and displaying positive behaviour expected of the role.

Governance, Risk & Controls	<p>You will:</p> <ul style="list-style-type: none"> • Ensure appropriate quality of analysis at the product team level to help mitigate risk and focus on value based outcomes. • Help the team(s) to implement a consistency of approach and quality of output. • Excellent knowledge of requirements elicitation and prioritisation • Knowledge of implementing and utilisation of the appropriate tools and approach to ensure quality analysis throughout
Impact, Scale & Influence	<p>You will:</p> <ul style="list-style-type: none"> ▪ Provide support to ensure focus and alignment to, and understanding of, committed outcomes within the release train. ▪ Excellent communication skills, working at all levels to articulate the information to a variety of audiences and stakeholders. ▪ Act as a trusted advisor, with proven experience in presenting analysis and supporting conversation with the team and wider stakeholders. ▪ Helps align team's analysis to planning increments. ▪ Experience of helping drive behavioural change and capability uplift from individuals through to teams.
Decision Making / Problem Solving	<p>You will:</p> <ul style="list-style-type: none"> ▪ Actively shape analysis and help the Product Owner and Scrum Master align to strategy and assess priority of work within the Product Team. ▪ Contribute to the wider sharing of best practice and learning in Agile Business Analysis across the Society. ▪ Use analysis to prompt and support discussion and enable the team(s) to inspect and adapt, with the aim of improving the flow and quality of work.
Comparable Roles	<p>Business Analyst. (This role is senior to BA with greater responsibility level and complexity/ambiguity)</p>

Following notes added at review – September 2022

- SFIA Responsibility Level Mapping - Level 5