|  |
| --- |
| **TITLE:** Business Analyst |
| **TEAM/PROGRAMME:** IT | **LOCATION:** Nairobi, Kenya |
| **GRADE**: TBC | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:**Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore, a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.  |
| **ROLE PURPOSE:** The Business Analyst (BA) role leads business and functional requirements gathering activities, business solution design and systems analysis. This role also designs, documents, measures and optimizes key business processes. The Business Analyst role is an active thought partner and application visionary who improves business demand by contributing to innovative solutions. |
| **SCOPE OF ROLE:** **Reports to:** High Performing Organisation Project Lead**Staff reporting to this post:** No direct reports **Role Dimensions**: Over 60 countries with a staff complement in excess of 17,000. This project has many stakeholders across the program operations and quality teams in many of the geographic locations in which we work. We are a highly matrixed organisation with a complex accountability structure. |
| **KEY AREAS OF ACCOUNTABILITY:** * Collaborate with stakeholders across business and technology to clarify project requirements and business objectives, and acquire commitments.
* Decompose business problems quickly and work with the project team to determine the root cause and provide solutions
* Derive a detailed understanding of the stated business problem and objectives and work with the stakeholder and technical team toward resolution to achieve the objectives
* Plan and facilitate requirements gathering utilising focus group sessions, one-on-one interviews, and job shadowing
* Work across project streams to understand the tasks and requirements being completed by other projects
* Document dependencies and impacts between different projects, and update these in the relevant project plans and dependency lists
* Communicate areas of impact and ensure action is taken to address interdependencies
* Serve as a conduit/broker for cross-functional collaboration & knowledge sharing
* Perform quantitative & qualitative analysis to help justify the investment necessary to deliver a solution, supporting recommendations and business cases for potential solutions.
* Build credibility and trust across stakeholder groups

**Other Responsibilities:*** Gather and prepare supporting analysis and design documentation from a business perspective
* Assist with the alignment of project objectives and solutions to organisational business strategies and objectives
* Develop strong internal relationships with key stakeholders and subject-matter experts across the organization
* Act as an active contributor to process improvement by remaining current in software engineering best practices
 |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**): **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds team members and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same

Widely shares their personal vision for Save the Children, engages and motivates others* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** * Computing degree - BSc, BA or equivalent experience;
 |
| **EXPERIENCE:****Essential*** Proven experience in identifying and documenting business needs and specifications utilizing business analysis and system design techniques.
* Demonstrable experience in process definition including facilitation, process documentation, change control, and process improvement.
* Successful track record of facilitating and leading meetings, tailoring messages to the given audience.
* Experience in evaluating information, identifying risks and opportunities, while possessing creative problem solving skills with an understanding of business concepts.
* Proven elicitation and facilitation skills in regards to project and system requirements.
* Excellent written and verbal and communication skills with the ability to effectively interact with all stakeholders.
* Proven ability to balancing multiple priorities simultaneously, with the ability to adapt to the changing needs of the business while meeting deadlines.
* Excellent attention to detail and solid creative problem solving skills.
* Demonstrable ability to work independently with little direction and make sound business decisions.
* Demonstrated ability to effectively communicate process and systems issues to stakeholders.

**Desirable** * Familiarity in requirements gathering in regards to software, data analysis tools including Excel, or Microsoft Office applications including Project.
* Working knowledge of business process fundamentals including entity relationship diagrams/flowcharts.
 |
| **Equal Opportunities:**The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety:**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Additional job responsibilities:**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. Some degree of international travel maybe required. |
| **JD written by:** Dearta Fusaro | **Date:** 12/10/2016 |
| **JD agreed by:** Michael Koutstaal | **Date:** 12/10/2016 |
| **Job Description updated By:** | **Date:** |
| **Evaluated:** | **Date:** |