

**Job title:** Junior Business Analyst

**Operational area:** Technology

**Reports to:** Analyst Team Leader

**Location:** Sydney

## **Role Purpose**

To design, develop, deliver and support business solutions and projects.

## **Accountabilities & Deliverables**

- Contribute to requirements elicitation and documentation, potentially involving client workshops
- Work as directed to perform analysis, design and document functional solutions to enable business and software solutions to be developed within an agreed timeframe, to a quality standard
- Produce project documentation on time and to agreed quality standards
- Assist with providing estimates for analysis work packages across projects
- Take responsibility for ensuring quality reviews are carried out on your own deliverables
- Assist with query resolution during project delivery
- Perform functional / integration testing on projects as required, to ensure quality of delivery
- Interrogate databases and use data to support the resolution of problems or queries raised at any phase of development or production
- Report progress regularly, escalating matters as appropriate

## **Key Relationships**

- Key project stakeholders, potentially including external clients at workshops
- You will liaise with your Work-stream leader / project manager at all stages of the project ensuring development is completed within agreed budgetary constraints, quality levels and time-scales
- You will work very closely with your project team, typically comprising analysts, testers and other developers, to deliver your joint project goals
- You will also work closely with other project teams and colleagues across the business, to ensure the overall project and strategic goals are successfully delivered

- Your analyst team leader will meet with you regularly to discuss your personal progress against objectives and development plan

## **Core Skills, Knowledge and Attributes**

- Education to degree level preferred, or equivalent business experience
- ISEB Accreditation in Business Analysis preferred
- Experience in financial services (mortgages, life and pensions, wealth) would be desirable
- Able to distinguish and understand the underlying business needs of internal and external stakeholders from their requests
- Able to critically evaluate information gathered from multiple sources, reconcile conflict and decompose high-level information into a detailed understanding
- Building knowledge of the business and software environments, including regulatory regimes
- Building knowledge of development processes, deliverables, methods and tools
- Awareness of the capabilities of technology
- Exposure to Source Control, Release Management, Testing and Task Management (Application Life-cycle Management (ALM))
- Knowledge of quality processes in all phases of a project
- Knowledge of relational databases, SQL & XML would be beneficial
- Willing to increase knowledge of financial services business (mortgages, life and pensions).

## **Key Competencies**

- Experience of working in a project team
- Good interpersonal skills with the ability to communicate at all levels in a robust but diplomatic manner
- Flexible in approach and mind-set