






Job Description: Business Analyst

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Business Transformation – Business Analyst
Service:	Strategy and Corporate Services
Team:	Business Transformation
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Business Transformation Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Collaboration 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
Wellbeing 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
Trusted 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
Value for Money 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
Professionalism 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

PRINCIPAL PURPOSE OF THE ROLE
<ul style="list-style-type: none"> To support the delivery of the Business Transformation and Collaboration Programme Support the development and delivery of individual business transformation projects so that they deliver a range of benefits to GBC and WBC
MAIN DUTIES AND ACCOUNTABILITIES
<ul style="list-style-type: none"> Carry out research and analysis report to inform project work-streams Undertake broader research projects to support the overall Transformation and Collaboration project as directed by the Business Transformation Manager Develop reports and presentations to inform project work-streams Identify interdependencies across projects and ensure they are recorded and the Business Transformation Manager and Officers deal with these interdependencies Support the development of communication material for a range of stakeholders as required by the Business Transformation Manager and/or Officers Identify, record and work with the relevant parties to mitigate risks associated with individual work-streams To convene and facilitate Project Groups and ensure these Groups have appropriate, accurate and relevant documentation in a timely and ordered fashion Support team colleagues in producing relevant project management documentation to report projects (including but not limited to business cases, risk registers, issues and action logs, monthly reporting packs etc) <p>Business Continuity</p> <ul style="list-style-type: none"> Play a role in business continuity planning and should the need arise. <p>Health and Safety</p> <ul style="list-style-type: none"> Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.
DIMENSIONS OF THE ROLE
<ul style="list-style-type: none"> Working in a team of 3 people Delivery of work-streams within a programme critical to meeting the Council's financial challenges as set out in the Medium Term Financial Plan
AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT
<ul style="list-style-type: none"> Each work-stream relies on the Business Transformation – Business Analyst's ability to support the Business Transformation and Collaboration in the collection and analysis of the appropriate data, critical analysis of the information gathered and creatively design of solutions meeting the objectives of the work-stream along with other Project Team members. There will always be interfaces with other change initiatives and so the potential impact of a poorly designed solution will be immense. In some projects the Business Transformation Business Analysts will be expected to own the delivery of a piece of work as opposed to always operating in a support role.
PLANNING/ORGANISING/CONTROLLING
<ul style="list-style-type: none"> Support the delivery of the Business Transformation Work Programme. Analysing needs and implementing solutions to create new ways of working across a range of service areas.

- Organising and working with a number of Project Groups across GBC and WBC.

CUSTOMERS AND CONTACTS

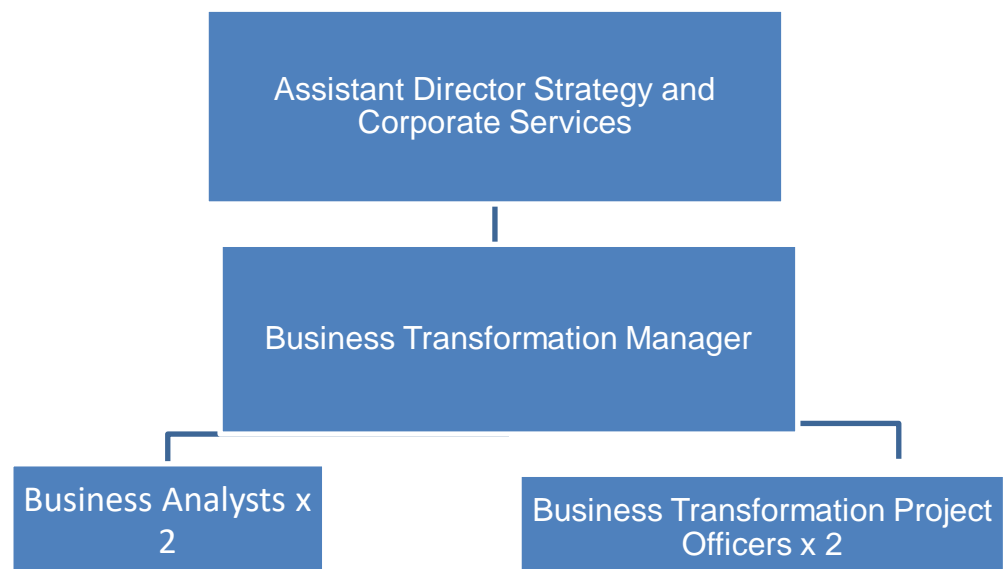
INTERNAL

- Members and Senior Managers
- Staff at all levels of the organisation

EXTERNAL

- 3rd party suppliers
- Consultants

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	<ul style="list-style-type: none"> Project Management methodology experience 	A/I	<ul style="list-style-type: none"> Educated to degree level 	A/I
KNOWLEDGE /TECHNICAL SKILLS	<ul style="list-style-type: none"> Knowledge of review methodologies and mechanisms 	A/I	<ul style="list-style-type: none"> IT system knowledge/ experience Procurement skills 	A/I A/I
	<ul style="list-style-type: none"> Ability to understand and act in a “change” environment 	A/I	<ul style="list-style-type: none"> Awareness of Safeguarding 	A/I
COMMUNICATION	<ul style="list-style-type: none"> Excellent verbal and written communication 	A/I		
	<ul style="list-style-type: none"> Experience of communicating at different levels of an organisation 	A/I		
CUSTOMER SERVICE	<ul style="list-style-type: none"> Understanding of and commitment to promoting equality and diversity in service delivery and employment. 	I		
TEAM WORKING	<ul style="list-style-type: none"> Proven ability to work on own initiative or part of a team 	A/I	<ul style="list-style-type: none"> Proven ability to deliver complex projects on time 	
	<ul style="list-style-type: none"> Strong interpersonal skills; able to establish 	I		

	productive working relationships with key stakeholders.			
MANAGING SELF AND OTHERS	<ul style="list-style-type: none"> Ability to manage and prioritise a varied work list 	A/I		
	<ul style="list-style-type: none"> Ability to work under pressure to meet deadlines. 	A/I		
Can Do Approach/Achieving Results	<ul style="list-style-type: none"> Enthusiastic and committed 	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	<ul style="list-style-type: none"> For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. 	A		

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed:

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

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Job title:	Business Transformation – Business Analyst	Post no:	TBC
Service:	Strategy and Corporate Services	JE score:	245
Team:	Business Transformation	Grade	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	3	
REVIEWED BY:		DATE:	
CHECKED IN:		DATE:	
LAST UPDATED:		DATE:	August 2024