

Job Description



Job Title: Business Analyst	Division: Authentication
Reporting to:	Function: IT Operations
Location: Basingstoke/Gateshead	Job Grade: E10
Travel (Frequent/Some/None): Some	

1. ROLE PURPOSE AND SUMMARY

As a Business Analyst you will be a key part of the project teams responsible for the IT separation of the De La Rue businesses.

You will document existing business processes and contribute to the definition of new processes required during transition and separation, reviewing and identifying areas for improvement where possible improvement areas. Along with responsibility for the as-is and to-be definitions you will ensure consideration is given to requirements around IT audit and compliance.

You will be critical to the success of a large programme of work including the separation of customer facing and back-office IT systems, End User/Desktop IT and Service Management, bridging the gap between business needs and technical implementation.

The business and process analyst is key to understanding complex business processes and requirements and will be able to work with IT and project teams to map them to tasks required to meet the separation programme's aims.

You will excel at building relationships with the business, IT and the programme team, be creative in developing solutions to support transition and separation activities, and will be an excellent communicator.

2. DIMENSIONS AND REPORTING LINES (number of reports and financial values)

- Reports to TBC
- This role has no direct reports

3. KEY ACCOUNTABILITIES

Individual

- Stakeholder management
- Process mapping and analysis including gap analysis
- Requirements gathering
- Stakeholder management
- Developing a clear understanding of As-Is processes, and working with stakeholders to develop a corresponding set of To-Be processes

Company Wide

- Support the Global IT and Service director in the definition and execution of the separation programme of work.
- Provide subject matter expertise to stakeholders.
- Support and follow the governance and operational disciplines applicable across the company.

Common to all roles

- To ensure full participation in the performance development review (PDR) process and maintain an up-to-date record of all training and development activities/programs.
- To always act and behave in a way compliant with all De La Rue company guidelines and policies, especially those relating to values and behaviours, environmental health and safety, ethics, and codes of conduct, as it is through living our values that we strengthen the culture of our business and demonstrate our understanding of our Code of Business Principles. Further information on our company values can be found in our "Living the Values" guidelines.

4. CAPABILITY (qualifications, experience and skills)

Qualifications

- Educated to degree level or equivalent relevant experience

Experience / Skills / Behaviours

- Demonstrable experience of Process and Business Analysis.
- Strong communication skills
- Excellent stakeholder management across the organisation
- Excellent listening skills and the ability to effectively challenge stakeholders to ensure progress is not blocked
- Process modelling
- Ability to organise and plan work for yourself and in support of other teams.
- Ability to work as part of a team.
- Ability to work with stakeholders across the organisation
- Ability to drive change through to completion, be creative and overcome obstacles / blockers to progress.
- Able to work independently
- Ability to produce documentation to a high standard
- Working with teams across several, often remote, locations
- Support effective project tracking

Job Holder:

Date:

Manager: Date: