



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Senior Business Analyst	PAY BAND:
FUNCTION:	Technology	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Technology function is responsible for the design, development and operations of range services including Digital Services that support young people, Business Services that support our staff & volunteers, Infrastructure, Workplace technology and our growing Data & Analytics capability.	

WHERE YOU WILL FIT

CEO	Chief Technology Officer	Head of Portfolio	Senior Business Analyst
		Delivery Manager	

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

As a Senior Business Analyst, you will have the opportunity to work on a range of projects across our different portfolios which will have a direct or indirect impact on the work we do with Young People. Effective business analysis will ensure our services are designed to be as efficient and effective as possible within constraints, allowing us to support Young People in the best way possible.

WHAT WILL YOU DO?

As a member of the business analysis community you will:

-  Undertake project scoping, business case analysis and documentation.
-  Build and maintain key relationships and manage expectations to determine and resolve issues.
-  Undertake requirements elicitation, analysis and documentation for business and/or technical requirements.
-  Manage change and new requirements during the life of the project, or through scrum.
-  Perform Business Analysis within an agile scrum, and/or within waterfall style delivery cycles.
-  Work closely on design activities to support and provide confidence that the design meets the requirements.
-  Undertake testing and UAT planning and support.
-  Coordinate, plan and report on progress of business analysis on your project(s)

As a Senior Business Analyst, you will work on our most complex projects, and will:

-  Advise delivery teams on appropriate business analysis methods for the project, timeframe, budget, stakeholders and situation at hand.
-  Support the Lead Business Analyst with the development and running of the Business Analysis Community of Practice by inputting to the continuous improvement of our core methodology as well as running knowledge share sessions.



Prince's Trust

**START
SOMETHING**

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Requirements engineering (including elicitation, analysis, documentation and change)	These are the core elements of the role, so you need to be able to confidently use them in practice.
Constructing Models (at a minimum including business process models; but also, preferably including some of the following: - state model, data models, rich pictures, mind maps, spaghetti diagrams, fish bone diagrams, etc.)	You will use these as part of analysis to get to the right requirements and will use these as part of documentation to help communicate the message you are trying to communicate clearly.
Reading Technical Documentation and Technical Models (including at a minimum data models and state models)	You will read, understand and provide feedback on the technical documentation. You will be the driving force in enabling the business to confirm whether it meets their requirements.
Familiar with project kick off activities including project scoping, and business case definition	You will help define project scope and help pull together business cases to move projects forward as quickly as possible.
Conceptual thinking, able to understand the underlying issues in complex problems	You'll work constructively with the technical team to challenge solutions and feed in input.
Self-managing and multi-tasking	You will manage your own workload across multiple stands of the same project, or on occasion across multiple projects, prioritising their own time and workload effectively.
Microsoft Office specifically Word, Outlook, PowerPoint, Project, Visio and Excel	You'll need to be able to use the tools we provide at the Trust to document and share requirements and information.
Experience	Why do we need this?
Significant experience acting as a Business Analyst on complex, cross-functional projects working with business users as well as technical colleagues	As a Senior BA you will be expected to work independently on complex projects with limited oversight.
Experience operating in both Waterfall and Agile environments and adapting business analysis approach accordingly	You'll need to quickly embed and contribute to the team and the project, running in these two methodologies that are commonly used at The Trust.
Experience of performing Business Analysis for both package software and bespoke software.	Our projects tend to use a mix of bespoke and off the shelf tools and the appropriate analysis techniques for each are slightly different.
Proven ability to negotiate and interact with staff and suppliers at all levels	You are likely to be the only BA on the project you are assigned to and will need to link people together & share ideas between different levels of technical expertise and seniority.
Experience in planning and managing small projects	As a Senior BA you'll be expected to manage small projects
Experience and understanding of quality control.	This will help you to familiarise with our existing tool set.

THE SKILLS YOU'LL BRING



**START
SOMETHING**

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience operating in the third sector.	To provide insight into the unique considerations of the sector.
Skills & Knowledge	Why do we need this?
A professional qualification in business analysis.	Industry standard BA knowledge, and proof of your assimilation of this knowledge will be beneficial
Familiar with Oracle Service Cloud, OPA, OBBIE, Web Centre Sites, SOA, Microsoft SQL, or Reporting Services.	This will help you to familiarise with our existing tool set.
Familiar with SAP SuccessFactors	
Familiar with Finance systems	
Familiar with Fundraising systems	
Familiar with integration technologies.	
Familiar with custom websites, web portals, and web apps.	
Familiar with Tableau	We have reducing numbers of custom databases that can be accessed via SQL, but a general knowledge of databases is always beneficial in understanding system set up, as the majority of systems are built on top of an underlying database.
Knowledge of SQL and databases.	

WHAT DO WE EXPECT FROM YOU?



START SOMETHING

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.