**Job Profile**

**Job Title**: Business Analyst (PMO)  
**Grade**: F  
**Directorate**: Finance, Planning & Improvements  
**Job Code**: JOB-002126

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**My job saves lives at sea by…**

Working with project stakeholders to enable gathering and collation of business needs and requirements and translating these to deliver outcomes that achieve business benefits

**Team**  
PMO

**Responsible to**  
Portfolio Manager

**Responsible for**  
N/A

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**Job Overview**

To establish strong working relationships with stakeholders and project teams to gather and collate business needs and requirements translating and sharing these with the project teams to deliver solutions that achieve business objectives and benefits, providing assurance that the requirements are being considered throughout the project lifecycle and benefits are tracked through to benefits realisation.

**Key Responsibilities**

- To work closely with project teams to collaborate with stakeholders at all levels through the conduct of methodical investigations for business requirements specifications, establishing best practice process and continuous improvement
- Prepare business cases which define potential benefits; identify, analyse and develop options for adding value to the organisation and achieving these benefits through the development of new or changed processes while considering the associated business risks
- To provide continual analysis and tracking of the project benefits throughout the project lifecycle to benefits realisation, ensuring benefits are measurable and success criteria is agreed by the Business owner to ensure the best outcomes for the organisation are being achieved as documented in the business case.
- To understand existing business processes and use this knowledge and own expertise to define future state business processes and functional and non-functional requirements.
- To apply and use modelling and analysis tools, business analysis methods and standards giving consideration to business perspectives. Design and deliver workshops, questionnaires, workflow storyboards, use cases, scenarios and other methods to gather and share data and information
- To capture, analyse, verify and document requirements ensuring completeness, feasibility, and consistency to standards translating into functional requirements for use by the project team, taking into account the implications of change on the organisation and all stakeholders
- To investigate operational requirements, problems and opportunities seeking effective business solutions through improvements in automated and non-automated components of new or changed processes.
- Prepare and deliver specifications, acceptance criteria and recommendations that promote improvements in information systems, information management, practices, procedures and organisation change
- To create process models, specifications, diagrams, and charts that provide direction to the project team
- To communicate changes, enhancements, and modifications of business requirements to project managers, sponsors, and other stakeholders so that issues and solutions are understood
- To participate in the QA of solutions to ensure solution is fit for purpose and the business benefits have been delivered
- Work with cross functional teams to ensure the smooth delivery of new applications and business solutions
- To become involved in other ad hoc tasks as required.

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### RNLI Behaviours

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<thead>
<tr>
<th>Behaviours</th>
<th>Level Required</th>
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<tbody>
<tr>
<td>Achieving results</td>
<td>3</td>
</tr>
<tr>
<td>Driving improvement</td>
<td>3</td>
</tr>
<tr>
<td>Commercial</td>
<td>3</td>
</tr>
<tr>
<td>Managing Self</td>
<td>2</td>
</tr>
<tr>
<td>Working with people</td>
<td>2</td>
</tr>
<tr>
<td>Management</td>
<td>N/A</td>
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<tr>
<td>Leadership</td>
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### Statutory Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Level Required</th>
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<tr>
<td>SHE</td>
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<tr>
<td>Driving</td>
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<tr>
<td>Safeguarding</td>
<td>General Awareness</td>
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### Job Specific Competencies

<table>
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<tr>
<th>Competencies</th>
<th>Level Required</th>
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<tbody>
<tr>
<td>Data analysis and interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Requirements development</td>
<td>3</td>
</tr>
<tr>
<td>Achieving business benefits</td>
<td>2</td>
</tr>
<tr>
<td>Project Management</td>
<td>2</td>
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**Qualifications required**

Essential: Business Analysis qualification (ie BSC Digital & Technology Solutions) or BSC Business Analysis) or recent course focussing on business requirements definition (translating conceptual user requirements into functional requirements)

Desirable: Educated to degree level
Experience required
Essential: Extensive experience of business analysis. Proven experience with business and technical requirements analysis, modelling, verification, and methodology development, business process improvement. Experience overseeing the design, development, and implementation of IT and business solutions, systems, and/or business products.

Suitable for someone who is:
Able to communicate effectively with non-technical staff and technical members of interdisciplinary teams. Excellent facilitation, interpersonal and presentation skills. Ability to effectively prioritise and execute tasks in a timely manner. Flexible and adaptable in approach and delivery. Highly self-motivated and directed. Ability to work both independently and in a team-oriented, collaborative environment in order to deliver the required results.

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