

Role Profile and Person Specification

Role Profile	
Job Title: Business Analyst (Advisory Services)	Hours of work: Mon-Fri 9am-5.30pm 37.5 hours per week
Salary: Up to £40,000 + Discretionary Bonus	Reporting to: Head of Advisory Operations

Summary

Business Analysts provide the link between HL's business areas and IT and are crucial to the success of new developments. From the initial idea through to the deployment of the associated change, it is the Business Analyst's responsibility to ensure requirements are understood, documented clearly and met by effective solutions that satisfy the underlying business need.

Key Duties & Responsibilities:

- Liaise with a variety of teams and operational areas to establish clear business requirements
- Discuss the best way to meet these requirements with developers, system architects, 3rd parties and other supporting development teams
- Produce clearly written and presented documentation accurately detailing necessary development work
- Support the evolution of the requirements of each change activity through the development lifecycle into a working solution
- Keep interested parties apprised of progress, highlighting any areas that require further discussion or decisions.

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A Level (or equivalent) 	<ul style="list-style-type: none"> • Degree (or equivalent) • Professional business analyst qualification
Knowledge	<ul style="list-style-type: none"> • Excellent computer competency • Confident and experienced in the use of Microsoft Office products 	<ul style="list-style-type: none"> • Familiarity with project planning tools (such as Microsoft Project) • Working knowledge of core HL internal systems together with HL's business and market / regulatory context
Experience	<ul style="list-style-type: none"> • Previous business analyst experience in a relevant environment with experience of applying a wide range of analytical tools and techniques 	<ul style="list-style-type: none"> • At least 3 years' experience of working within Financial Services and in a similar role • Experience of varied project methodologies and approaches

Skills / Competencies	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, coupled with the ability to present outputs in a clear and unambiguous manner • Highly organised and methodical • Close attention to detail • Ability to analyse and problem solve • Ability to work well in a team or autonomously, building productive working relationships • Ability to prioritise and manage own workload in an efficient and timely manner, working to strict deadlines 	<ul style="list-style-type: none"> • Ability to proactively identify opportunities for improvement and how they may be taken forward • Strong influencing and negotiation skills
Attributes	<ul style="list-style-type: none"> • Proactive, resourceful and able to demonstrate initiative • Ability to work and perform in a pressurised environment • Confident, positive and resilient • Hardworking and able to work flexibly • Reliable and trustworthy, willing to take responsibility for own work 	<ul style="list-style-type: none"> • Willingness to learn and develop relevant knowledge and skills • Understanding of client and business confidentiality

Written by: Head of Advisory Operations
 Authorised by: Head of Advisory Services
 Date: 12/11/14