



Directorate:	Information Technology Services (ITS)
Capability :	IT Service Creation
DDAT Profession:	N
DDAT taxonomy family:	N/A
DDAT Role level:	N/A
DDAT Market Force Led (MFL) Pay framework:	No
Job Title:	Lead Business Analyst
Grade:	Grade 7
People Management Accountabilities (Y/N)	Y

Job Purpose/Role Description

Supporting the Portfolio Manager in defining and delivering the vision the Lead Business Analyst will possess extensive knowledge across all services within the domain, and will always be seeking to shape future areas of innovation, manage the team to use these opportunities to improve and maximize the value of the product.

This role requires the Lead Analyst to lead and line- manage the Business Analysts within the domain through the design, implementation & management of the business analysis & requirements gathering methodology.

The Lead Analyst will also perform the lead BA role in the support of one or more services / products within the area, selecting and advising on a range of analytical techniques, including data gathering & analysis, technical/systems analysis, tools, documentation, process design, user requirement identification and embedding an agile culture across the entire requirements lifecycle.

The Lead Analyst will act as the point of escalation on resourcing, methodology and/or requirement contentions within the area.

Main Responsibilities: (Work Activities)

1	Design, implement and manage a comprehensive suite of business analysis techniques and practices within the overall framework of DVLA's Change Delivery Methodology, embedding agile and technology analysis methods to support improved pace and throughput within delivery.
2	Identify and shape areas of future innovation within the domain to maximise the value of the product.
3	Lead, prioritise, plan and manage the business analysis activities within the domain to ensure that appropriate business requirements are developed within time and quality constraints.
4	Lead the identification of opportunities and benefits, design and appraise solutions and make recommendations for business improvements and benefits delivery.
5	Facilitate requirements workshops to identify, record, elicit, manage, generate ideas, agreeing business and user requirements in order to provide meaningful solutions.
6	Ensure value for money solutions with due regard to constraints, risks and timescales.
7	Develop effective working relationships with stakeholders and suppliers at senior levels to maximise value for money, ensure best practise and delivery of appropriate services.
8	Is a leader in developing DVLA's Business Analysis community, promoting DVLA's Business Analysis services and capabilities throughout the Agency and across wider Government Organisations, acting as a leader and ambassador.
9	Undertake stakeholder analysis and management to ensure stakeholders are identified and managed, ensuring pro-active communication, facilitating commitment to change, presenting ideas and solutions with supporting arguments and negotiating as required.



10	Design and maintain thorough and comprehensive change control processes and ensure robust impact assessment of any suggested changes, ensuring that any impact is fully considered and introduced in a controlled manner.
11	Regularly review procedures or procedures with teams to identify improvements and simplify processes and decision making.
12	Coach and support others to set and achieve challenging goals for themselves

Technical Capabilities – SFIA (maximum of 6)		
1	Business Analysis (BUAN)	Level 5
2	Requirements Definition & Management (REQM)	Level 6
3	Relationship Management (RLMT)	Level 6

Civil Service Behaviours (maximum of 6)		
1	Seeing the Big Picture	Level 4
2	Making Effective Decisions	Level 4
3	Leadership	Level 4
4	Developing Self and Others	Level 4
5	Managing a Quality Service	Level 4
6	Delivering at Pace	Level 4

Qualifications:		
<i>Qualifications</i>	<i>Award/Membership</i>	<i>Level</i>
Vocational	BCS International Diploma in Business Analysis	
Membership of Professional Body	IIBA Certification of Competency in Business Analysis	