



Directorate:	Information Technology Services (ITS)
Job Title:	Associate Business Analyst
Level/Grade:	HEO
Capability Team:	IT Service Creation
Professional Community:	Business Analysis
People Management Accountabilities (Y/N)	Y

Job Purpose/Description of Role

An Associate Business Analyst will be required to support and provide methodical investigation, analysis, review and documentation, for all or a significant part of a business area in terms of business functions and processes. The role requires close working with stakeholders and development teams in shaping and delivering outcomes that are fit for purpose, commercially viable and in line with the organisational strategy.

The role requires the Associate Business Analyst to support senior and lead business analysts on more complex deliveries and services, and to work independently on less complex products / investigations.

An Associate Business Analyst will support and facilitate the development and continuous improvement of products, services and the team, turning the vision into reality. This role will support the delivery of the vision in the most effective way whilst building something that is reusable and practical.

An Associate Business Analyst will have a good understanding of agile and lean practices and make judgements on when to use the appropriate tools and techniques. An Associate Business Analyst will actively build and promote an agile approach and environment.

As an Associate Business Analyst is expected to be a mentor and role model to other less experienced colleagues in the community and have line management responsibility of Junior Business Analysts. An Associate Business Analyst will also be an active participant in the DVLA Business Analyst community, as well as working with communities across Government.

An Associate Business Analyst will be expected to commit to undertaking development / qualifications to achieve professional standards of delivery



Main Responsibilities: (Work Activities)	
1	Support delivery of products, services and outcomes ensuring the delivery of high quality digital services using the appropriate agile methodology, learning & iterating frequently
2	Work with the Business service designer/Product Manager to define the outcomes of the roadmap for any given product and translate this into user stories.
3	Support Senior and Lead Business Analysts with the collaborative, dynamic planning process
4	Support Senior and Lead Business Analysts in ensuring all products are built to an appropriate level of quality for the stage (alpha/beta/production).
5	Support delivery ceremonies such as planning, stand-ups, meetings, reviews, retrospectives, demonstrations of deliverables and other delivery related meetings, ensuring they are effective and fully support delivery.
6	Facilitate the resolution of bottlenecks, issues, risks, dependencies and blockers that inhibit the team's delivery.
7	Investigates problems and analyses options for new and existing services. Provides recommendations to solutions. Works with stakeholders to identify objectives, opportunities and potential benefits available.
8	Identifies key stakeholders, tailoring communication to their needs and works with teams to build relationships whilst also meeting user needs. Can take opposing views to reach consensus. Understands how to work with stakeholders and contributes to improving these relationships, using evidence to explain decisions made.
9	Responsible for elicitation of requirements. Facilitates setting of business priorities for change initiatives of medium complexity. Manages and implements requests for changes to baseline requirements.
10	Facilitates agile workshops and discussions to effectively gather fit for purpose business requirements.
11	Analyse data to recommend service improvements and make informed decisions.
12	Establishing functional and non-functional requirements and document them appropriately.
13	Manage and prioritise your own workload and that of those working for you
14	Be a mentor and role model to other less experienced colleagues in the community, and have line management responsibility of associate business analysts. You'll also be an active participant in the DVLA Business Analyst community, as well as working with communities across Government.



Professional Skill/Competency SFIA (maximum of 6)		Level (1-7)
1	BUAN – Business Analysis	Level 4
2	RLMT –Relationship Management	Level 5
3	REQM – Requirements Definition and Management	Level 4
4	BPRE – Business Process Improvement	Level 4

Civil Service Behaviours (maximum of 6)		Level (1-6)
1	Working Together	Level 3
2	Delivering at Pace	Level 3
3	Communicating & Influencing	Level 3

Specific Technical Skills & Experience:		
	Technical Skill/Experience	Description
1	Experience in supporting digital products and services.	
2	Proven experience balancing priorities and dealing with ambiguity.	
3	Experience and proven success of delivery.	
4	Experience and/or understanding of successful delivery through effective use of Agile techniques/Approaches.	
5	Proven ability to build, maintain and continuously improve within a delivery environment.	
6	Proven planning and organisational skills, able to prioritise effectively.	
7	Demonstrable delivery focus – self-motivated with independent problem solving skills.	

Qualifications:		
Qualifications	Award/Membership	Level
Academic		
Professional		
Essential	Business Analyst Diploma	
Membership of Professional Body		