

Data Business Analyst

Grade

E

Contract Type

Home Worker 1

Director of Risk, Assurance and Improvement



Lead Business Analyst



Data Business Analyst

Department

Governance and Assurance



Risk and Assurance

Role Overview

Act as a bridge between technical data teams and business side Data Owners, Data Stewards and SMEs to understand what the optimum standard for our data looks like, assess results of data profiling and design a series of business rules, data quality checks and any activities to ensure these standards are achieved, measured and maintained.

RESPONSIBILITIES

- Ensure business analysis aligns to the business and the strategic objectives of the organisation
- Ensure alignment with business change design principles
- Translate an in depth understanding of business needs, into specific business analysis requirements and delivery
- Ensure effective business analysis delivery to a high standard as defined by the target operating model and Business Analysis Framework
- Responsible for business analysis to support the delivery of effective change, ensuring work packages are comprehensively planned, realistic, efficiently resourced and delivery agreed benefits
- Support the development of effective and fit for purpose business analysis methodologies, tools and documentation.
- Support and contribute to service development and improvement within YHG.
- Ensure the cost efficient and effective use of all resources used in the development and delivery of business analysis and projects within own control, ensuring delivery is accurate, timely and based on the Business Analysis Framework and methodology.
- Contribute to effective team working and build effective relationships internally and with partners.

Our values



Honest & Reliable

We are authentic, open and dependable; and we do what we say we'll do.



Caring

We show kindness and consideration to our customers and each other.



Respectful & Fair

We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

- Work with stakeholders on data optimisation. Liaise with business areas to validate data quality.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Understanding of the project management lifecycle
- ✓ Knowledge of data collection, recording, data analysis and interpretation using quantitative and qualitative methods
- ✓ Process improvement methodologies, tools and techniques
- ✓ Exposure of Data Management practices. Experience of Data Migration projects or similar.
- ✓ Experience of using Excel to inspect data quality
- ✓ Effective planning and scheduling of activities and cost options appraisal development to support business case development.

ESSENTIAL REQUIREMENTS

- ✓ Strong practical experience of working in a data, business change or project environment
- ✓ Demonstrable experience of supporting the delivery of medium/large scale projects as part of a project team
- ✓ Successful track record in undertaking a business analysis role, delivering successful business change outcomes
- ✓ Experience in preparing clear, concise reports, papers and briefings
- ✓ Experience of business process and value stream mapping
- ✓ Experience of stakeholder consultation, participation and engagement methods. Managing and influencing key stakeholder relationships at a Service and Team level

BENEFICIAL TO THE ROLE

- ✓ BCS (British Computer Society) Certificate in Business Analysis or studying towards this qualification
- ✓ Experience of using MS Server to write basic SQL select queries
- ✓ A-level standard, professional qualification and/or equivalent level of experiential learning
- ✓ Experience of working in an Agile/Scrum environment
- ✓ Solid understanding of housing management services and processes
- ✓ Experience of data profiling, using Collibra, understanding of Metadata,