

# Business Analyst/Consultant

Job Description

## Summary of Position

The Business Analyst is a key member of The Data Shed's professional services and product build team, responsible for leading the design, development and implementation of intelligent analytical solutions for clients, and building out The Data Shed's proprietary software range.

The Business Analyst will work with sales and delivery teams to ensure that requirements are aligned to both clients and internal strategy, and development occurs in line with requirements.

Getting under the skin of an issue is critical. Our ability to deliver at speed is grounded in a fundamental understanding of the challenges faced by our clients. Being tenacious, and willing to challenge the assumptions of even the most senior of our clients is important.

## Responsibilities

The Business Analyst will:

- Work closely with the directors and senior technical management to engage with clients, guide and formulate requirements, and deliver specifications to the development team.
- Maintain a detailed appreciation of the solution through delivery to ensure it meets any changing requirements.
- Be clear and articulate in both written and verbal communication
- Be comfortable presenting to technical teams, and to C-level executives.
- Define and improve documentation standards and processes.
- Be responsible for the creation and management of essential project artefacts (examples listed below)

## Skill & Experience

The Business Analyst should have most of the experience below:

- Experience working within complex projects with multiple streams of delivery
- Strong business process modelling and analytical skills
- Experience of applying data and analysis to a business (Six Sigma, BPM etc)
- Consulting experience
- A highly numerate or data-centric degree (Economics, Maths, Statistics, Physics etc)
- A strong relationship builder – building honest, frank and constructive relationships within all levels of an organisation.

Above all, the Business Analyst should be able to listen to a customer, question intelligently and work with the development teams to document and deliver their requirements.

## Location, On Call & Shift Allowance

The Business Analyst will be based at the DataShed's Leeds office. Flexibility to travel to client sites occasionally may be required.

## Aftefacts

Templates & Approaches  
Business/Functional/Technical/System Requirements  
Client Onboarding, Background & Context  
Initiation Plan (Client or Project Component) – Must/Should/Could Haves  
Traceability matrices  
Project Contents & Mapping Docs  
Stakeholder Identification & Communications  
Exit Map (Handover, Deliverables, Training)  
Meeting Notes  
As Requested/Built/Will Be Gap Analysis  
Scope/Epic statements/User Stories  
Data Model/Process Logic  
Decision/Status Log  
Resources  
Change Management processes  
Reports  
Project Glossary  
'How-To's (in conjunction with Delivery Team)