# IT Project Manager/Business Analyst

## Purpose of the team

The Charity has ambitious plans for growth in order to achieve the goal of ending educational disadvantage and Technology plays a vital role in the success of the Charity. Technology partners with employees across the charity to ensure we leverage the power of technology by providing creative solutions, responsive services and reliable access to an enabling infrastructure.

## Purpose of the role

The Business Analyst provides strategic business analysis services to business partners across the charity. The focus of this position is to work closely with key stakeholders across the charity to lead on the implementation of new systems and processes. The role will work closely with business leads to gain in-depth understanding of their strategy, processes, services and the context in which the charity operates. The Business Analyst is responsible for reviewing assigned business processes from end-to-end to identify, address operational and technological risks and identify opportunities to improve efficiency.

## What you do

**At this level you will:**

- Reports to the Senior Business Analyst
- Elicitate business requirements for the Teach First Business Functions with a clear understanding of how they fit into our Digital Programme and meet the required cost / benefit targets.
- Demonstrate up-to-date expertise in Business Analysis methodologies and apply this to the development, execution and improvement of business process and systems
- Support and align efforts to meet business needs
- Manage stakeholder relationships and expectations while keeping the required digital focus
- Stay current with customer needs and strategies
- Lead or participate in multiple projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths; and managing stakeholder and supplier relationships
- Identify, create and facilitate process design changes by conducting business and systems process analysis
- Ensure business requirements are documented, rationalised and presented in a clear and consistent fashion
- Attend various steering and governance groups to ensure stakeholders are engaged and successfully managed
- Ensure projects are delivered on time, within budget and to a very high standard.

**Your responsibilities include:**

- Ensure project and process documentation is accurate and to a very high quality
- Managing projects throughout the project lifecycle
- Controlling tasks, risks, plans, change, budgets and communications
- Document, analyse and evaluate business requirements
- Attend weekly project governance and working groups
- Standing member of the IT Program Management Office
- Drive for clarity, common understanding and agreement among your colleagues
- Create and communicate project dashboard reports to a range of stakeholders
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

# You're good at

## Essential:

- Work with business Functions that may not have a digital background and being able to help them make the right decisions without them compromising their needs.
- Experience of managing projects including controlling tasks, risks, plans, change, budgets, communications
- Analyse and evaluate business requirements, using your expertise to optimise the value that IT can bring to the business and deliver to a high standard
- Use confidence and creative thinking to drive for clarity, common understanding and agreement among your colleagues
- Considerable experience liaising and communicating effectively with business stakeholders on project risks, progress and milestones
- Considerable experience of Business Analysis within the IT industry
- Considerable experience of articulating business problems and translating into functional specifications
- Working with internal and external suppliers to translate functional specifications into technical specifications
- Excellent communication skills and your ability to listen to and understand business teams across various departments';
- Proven ability to effectively work as part of a team

**All our employees are expected to model our values and help others to do so.**