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|  | Job Title: **Business Analyst**  Post Number**: HSE/T3967** | Health and Safety Executive |
| Location: **Flexible Locations** | | HSE Equivalent Band: N/A |
| Project/Programme of work : **Asset Management**  **User Needs** | | Division : Operational Services Division |
| Cost Centre : **10442124** | |  |
| **Overall Purpose**  The Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and the environment – we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, lower healthcare and welfare costs, and better productivity.  The Business Analyst plays a key role in defining, building, and implementing our ambitious roadmap of business and digital transformation, focusing on operational and regulatory effectiveness and efficiency whilst improving the user experience.  We currently have 2 Business Analyst roles available in our Change and Business Improvement Team.  Both roles sit within our Operational Services Division but will work closely with our Science Division and IT team.  **Role 1 (12 weeks)** – This role will lead on a Discovery piece to explore a digital solution for how we manage assets across our science division. Activities will include but will not be limited to:   * Capturing and prioritising business and user requirements (functional & non-functional) * Exploring and capturing 3rd party / system requirements (such as other systems that may interlink with this requirement) * Undertake soft market testing   **Role 2 (8 weeks)** – This role will work with colleagues from HSE’s IT division on creating and sharing a clear user needs assessment outlining IT user needs across our Science Division. This will include but not limited to:   * + Undertaking user feedback sessions [e.g. questionnaires, interviews, focus groups & team meetings]   + Collating findings from user feedback and grouping by appropriate theme [e.g. by common need, driver, teams, etc]   + High-level prioritisation of user needs linked MOSCOW [must have, should have, could have, will not have]   + High-level overview of timelines identifying quick wins and longer-term areas to consider   + Clear rationale as to why additional tech capability may be required   + Based on the above a gap analysis will be completed and shared highlighting current capability vs. required capability   The successful candidates will be managing the relationships and interactions across the Change Team, Science Division, and IT. This is an exciting opportunity to contribute to HSEs roadmap of digital transformation. | | |
| **Key Responsibilities:**   * Lead on setting up and delivering user feedback sessions across our teams [e.g. team meetings, 1:1 feedback session] * Lead on defining, capturing, and prioritising user requirements (functional & non-functional) and commence high-level as-is business process mapping * Lead on capturing and prioritising partner requirements including how 3rd parties would use our system and how we would be required to integrate with other 3rd party systems (project 1 only) * Lead on having exploratory conversations to gather market insight and understand capability and options available across the industry. Use these insights to refine final requirements (project 1 only) * Build and manage productive and effective relationships with senior stakeholders across the Change Team, Science Division, IT and through soft market testing.   Support the development and communication of change and business improvement principles, guidelines, and best practice throughout HSE to build knowledge and optimise service delivery. | | |
| **Essential Skills and Experience:**   * Experience of leading on user feedback / requirements gathering sessions (project 2) * Experience of leading on user feedback / requirements gathering sessions for a technical / IT related solution (project 1) * Proven track record of requirements elicitation and creating user stories * Experience of prioritisation including methodology such as MOSCOW * Structured approach and analytical thinking, with the ability to translate data and insights into improved processes and workflows * Experience of writing summary reports / presentations * Experience of process mapping and using tools such as Visio * Good stakeholder management experience including gathering user feedback and sharing back findings with senior leaders * Ability to embrace change, and forward plan within a changing organisation. * A team player, with good collaboration and influencing skills, with experience working within a complex organisation and with challenging stakeholders * Good understanding of the technology landscape, including new and emerging technologies that will influence future business design (project 1 only) * Strong written, verbal communication and presentation skills * Independent working requiring minimal guidance/supervision * Can confidently represent HSE   Flexibility in approach, comfortable working in an environment that is fast moving and subject to ongoing change  **Kit needed:**   * Own device (laptop or desktop) | | |
| **Proposed Sift Dates:** w/c 31/06/2021  **Proposed Interview Dates:** w/c 07/06/2021 (Subject to change) | | |
| **Proposed Start Date:** 28/06/2021 (Subject to change)  **Proposed End Date:**  **Project 1 –** 24/09/2021  **Project 2 –** 27/08/2021 | | |
| **Proposed Line Manager:**  **Proposed Line Managers Employee Number:**  **Proposed Time Sheet Authoriser:**  **2nd Time Sheet Authoriser:** | | |

**\*PLEASE NOTE: FEEDBACK WILL BE PROVIDED AT INTERVIEW STAGE ONLY**