



Role Profile

Vacancy Summary			
Job Title:	Business Analyst	Job Reference:	HUM1110 - 528
Reporting to:	Business Analyst Manager	Team:	Business Delivery
Closing Date:	Sunday 30 th June 23:55	Interviews w/c	8 th July 2024
Salary Range:	£40,000 - £55,000	Contract Type:	Permanent

About the Role

As a Business Analyst at the UK Debt Management Office, you will be joining an established team of 4-6 Business Analysts within Business Delivery. You will play a key role in the change management process and software development lifecycle, managing a workload of concurrent assignments ranging from small requests to large, organisation-wide projects. You will bring extensive experience of working in an organisation developing solutions and/or process redesign to streamline and de-risk business processes. Your analytical, meticulous, and structured approach and attention to detail will help deliver creative solutions to an array of business issues and change initiatives, all whilst identifying issues and risks. You will bring an inquisitive and analytical mindset and an adaptable approach to be able to turn your hand to a variety of subject areas and be a key contributor to the business analysis function.

The skills for this role align with the [Government Digital and Data Profession Capability Framework – Business Analyst](#). In addition to the skills and skill-levels defined in the Capability Framework, specific criteria for this role are included below.

Essential

Proven Experience as a Business Analyst

- You investigate and analyse problem situations to identify pain-points to be solved and/or benefits to be realised, capable of seeing past symptoms to get to the root of the issue.
- You produce concise and accurate deliverables, including Business Requirement Documents, impact analysis, options assessment, and models (e.g. data, business process, system, business rules).
- You possess and apply an analytical, inquisitive mindset and utilise exceptional problem-solving skills.
- You are technically-aware – you identify and analyse IT system capabilities, and develop models and system requirements.

Excellent Communication Skills

- You have excellent communication skills across verbal, written, and visual (e.g. models) means.

- You are confident when presenting to technical and non-technical audiences.
- You are an excellent collaborator that thrives working as part of a wider multidisciplinary team.

Stakeholder Management

- You build an understanding of stakeholder perspectives, what's important to them, what they want to achieve etc., and keep stakeholders informed and manage expectations as required. When appropriate, you challenge requirements in a constructive way.
- You work with different stakeholders or stakeholder groups where there are conflicting opinions to obtain consensus.
- You are adept at building and maintaining excellent working relationships with business and technical stakeholders (internal and external).

Desirable

- Experience of working, ideally as a Business Analyst, within the financial sector.
- Knowledge of BPMN 2.0.

Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) and [Government Digital and Data Profession Capability Framework – Business Analyst](#) to assess you against the following Behaviours, Experience and Technical Skills:

1. **Experience:** Extensive practical and recent Business Analysis work experience using structured methodologies (e.g. Waterfall or Agile). **Lead Criteria**
2. **Experience:** Practical experience of Business Analysis methods, including facilitating workshops, conducting impact analysis, eliciting & writing requirements for business & technical projects, collaborating with business users and the technical teams to define solutions. **Lead Criteria**
3. **Experience:** Excellent analytical skills with a highly structured, organised, and meticulous approach as evidenced in previous experience.
4. **Experience:** Practical experience and detailed knowledge of Business Process Improvement from analysis and identification through to implementation, including accurate documenting of As-Is and To-Be processes.
5. **Behaviour - *Communicating and influencing*:** proven ability to collaborate and communicate effectively with a variety of stakeholders across business and technical teams (internal and external).
6. **Technical:** Industry-recognised Business Analysis Qualification(s) (e.g. BCS, IIBA) or equivalent.

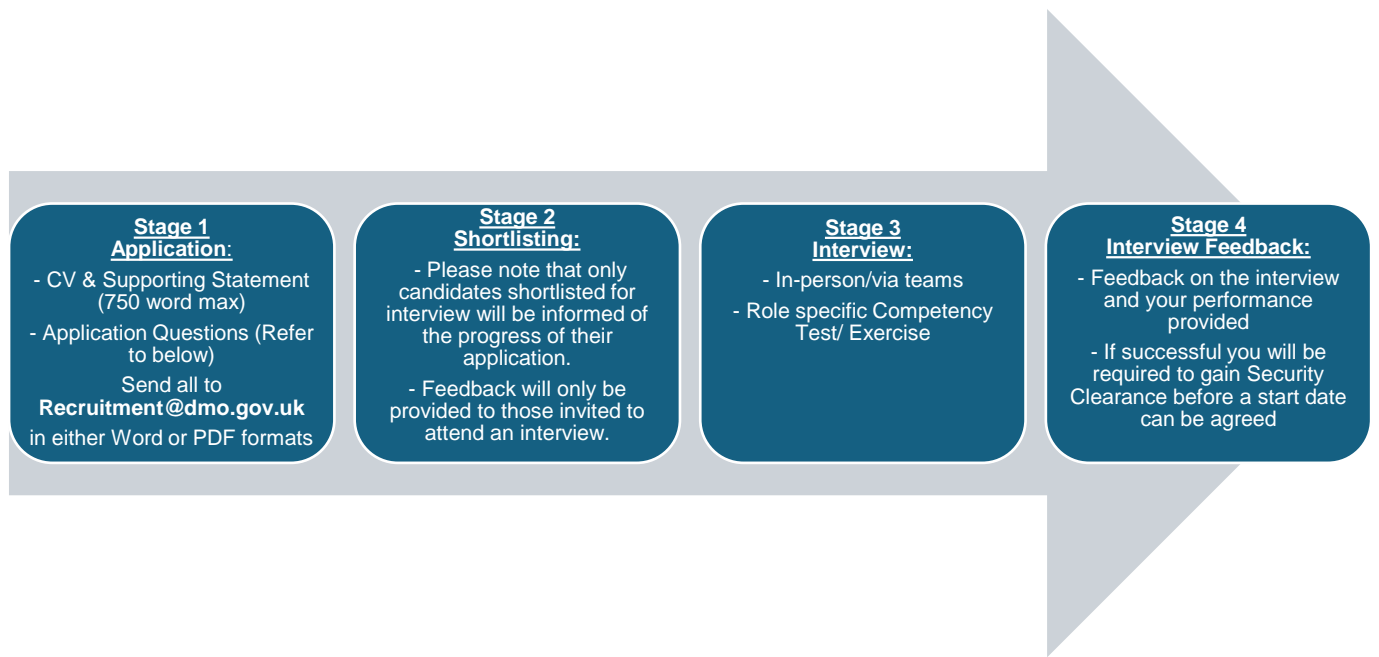
Desirable

1. **Experience:** Experience of working, ideally as a Business Analyst, within the financial sector.

A sift based on the lead criteria and application question may be held if a large number of applications are received. This may progress to a full sift or straight to interview/assessment. **Please note your application will not be considered without the application questions.**

Whilst we value the use of AI technology to enhance our daily work, we also value the personal touch and urge applicants to write responses **without** the use of AI to emphasise their own unique experiences.

Application & Interview Details



Application Questions

Consider and answer these questions. Max 250 words per question.

- *In your experience, what do you think are the 2 most important qualities of an effective Business Analyst, and why?*
- *How do you see the role of a Business Analyst changing in the next 5 years?*

Supporting statement and CV

This should outline how you consider your skills, experience, and knowledge, provide evidence of your suitability for the role, with reference to the essential criteria.

Interview

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above and will be asked to undertake a technical exercise as part of the interview.

Please visit the following pages to find out more:

- [UK DMO Careers](#)
- [Career FAQ Page](#)

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at Recruitment@dmo.gov.uk.

A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

Working Arrangements

Hours of work/Hybrid working

The working hours of this post are 36 hours per week excluding lunch breaks. This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities we are empathetic to different situations.

We work a hybrid pattern. From 1st April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case-by-case basis using all information that can be obtained following a successful application.

Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign for audit purposes only, after which time it will be securely destroyed. All data is held securely and takes account of our obligations under data protection legislation.

Civil Service Commission

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition.

<https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

