



THE PERSON

Business Analyst

Criteria	Essential / Desirable	Method of Assessment
Qualification		Application / supporting statement unless otherwise noted
Higher level diploma (Level 5), ideally in business analysis or business or data analysis, or demonstrable work at degree level demonstrating equivalent level application of theoretical knowledge to provide practical solutions	E	
Current (V3) ITIL Foundation qualification	D	
Prince2 foundation, or other project related qualification including agile, lean and other methodologies	D	
Knowledge & Experience		
Is familiar with the project life cycle for development and the concepts and practices required to implement effective information systems. Possesses a broad understanding of business and business skills.	E	
Has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to business activities.	E	
Has project and/or change management experience on both business and technology based projects and/or programmes	E	
Experience of managing changing priorities and situations.	E	
Experience of planning the use of resources and contributing to financial decisions.	E	
An understanding of the Fire and Rescue Service and working with Trade Unions.	D	
Skills & Abilities		

Person Specification

Demonstrable ability of keeping up to date with industry technologies to evaluate and recommend products for future implementation.	E	
Able to monitor and evaluate procedures/processes to recommend improvements and implement them where necessary.	E	
Able to rapidly absorb new information and apply it effectively.	E	
Capable of keeping up to date with relevant knowledge to ensure validity of work.	E	
Excellent written, verbal and presentation skills including the ability to produce and share complex information.	E	
Able to analyse and interpret data and information to support decision making.	E	
Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	
Can effectively balance own work, priorities and deadlines against managing team(s).	E	
Able to identify the need to change and successfully lead teams through periods of change.	E	
Able to use professional judgement and diplomacy to make decisions.	E	
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form