



THE PERSON

Senior Business Analyst

Criteria	Essential / Desirable	Method of Assessment
Qualification		Application / supporting statement unless indicated otherwise
Level 4 standard of education (foundation degree/NVQ Level 4 or equivalent).	E	
A professional 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	
A professional qualification in a business analysis discipline such as Lean Six Sigma, Agile, Change Management.	D	
Knowledge & Experience		
Proven experience (at least 3-5 years) in strategic analysis, business planning, or management consulting.	E	
Experience in change management, working with a range of stakeholder types, projects/programmes and/or organisations.	E	
Experience in developing and implementing strategic plans, including defining objectives, KPI's and success metrics.	E	
Demonstrated experience in analysing complex business problems, conducting market research, and developing strategic recommendations.	E	
Experience in data analysis and proficiency in relevant analytical tools such as Excel, SQL, and data visualisation software.	E	
Experience of working and collaborating well with team members ensuring smooth communicating and fostering a positive team dynamic.	E	
Experience in facilitating workshops, meetings, or presentations to gather requirements and align stakeholders on strategic initiatives.	E	
Experience in leading or participating in strategic projects, working closely with team members from diverse backgrounds and disciplines.	E	

Person Specification

Demonstrated leadership experience or potential with the ability to inspire and motivate others towards common goals.	E	
Experience in mentoring junior Business Analysts or team members, providing guidance, feedback, and support to foster their professional development.	E	
Experience in a “change” role, with knowledge of project, programme or portfolio management & best practice methodologies.	D	
Knowledge of the broader activities of the Fire & Rescue Service and working with Trade Unions.	D	
Skills & Abilities		
A strategic mindset with the ability to think long-term and anticipate future trends, challenges, and opportunities.	E	
Willingness to take ownership of initiatives, lead by example, and champion a culture of continuous learning, innovation, and improvement.	E	
Ability to adapt to changing business requirements, tackle challenges, and continuously seek opportunities for improvements.	E	
Strong and critical thinking skills, with the ability to synthesise information from various sources and draw actionable insights.	E	
Ability to conduct scenario analysis, risk assessment, and sensitivity analysis to support strategic decision-making.	E	
Excellent written, verbal and presentation skills, with the ability to present complex ideas clearly and concisely to stakeholders at all levels.	E	
Demonstrated ability to prepare professional reports, presentations, and Business Cases to communicate findings and recommendations effectively.	E	
Demonstrated ability to thrive in a fast-paced, dynamic environment with evolving priorities and tight deadlines.	E	
Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships, achieve consensus and drive strategic initiatives forward.	E	
To be IT literate including advanced skills in Microsoft Office software (Word, Excel, SharePoint, Power BI) with the ability to learn new systems quickly.	E	

Person Specification

Proficiency in financial analysis, including understanding of key financial metrics, forecasting, and budgeting.	D	
Other		
The ability to travel around the county may be required.	E	Application
Willingness to work flexibly	E	Application
Committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.	E	Application
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application