



Business Analyst

JOB DETAILS	
Job Title:	Business Analyst
Reports to (title):	Product Lead, Innovation and Research Department (IRD)
Date:	September 2018

PURPOSE OF THE JOB
<p>As the Cochrane Library Business Analyst (BA) you will gather, analyse, validate and document business requirements using workshops, interviews, document analysis, site visits, use cases, business analysis, task, workflow analysis and observations, ensuring they are sufficiently detailed, reviewed, signed off, and kept up-to-date and are fully traceable. You will create and manage functional specifications and help identify and validate appropriate solutions, to support business objectives.</p> <p>You will serve as a key liaison between the relevant Cochrane departments (e.g., Innovations, Research and Development; Editorial and Methods; Knowledge Translation; Membership, Learning & Support; IT Services), the publisher and an outsourced development team, to gather requirements, ensure that technical requirements are well defined, that feature implementation goals are met, and that go-to-market activities are successfully performed.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<ul style="list-style-type: none"> • Analyse and decompose complex requirements, create functional specifications, and prepare wireframes and flowcharts • Assess potential impact and resource requirements of new product features and functionalities, providing support and feature tracking specification from design to feature (A/B test) release stage • Determine key measurement metrics for new functionality and define tracking strategy

- Develop knowledge of core systems and business processes; data sources and collection methods to understand business issues and data challenges
- Work with an outsourced Agile software development team, providing the right level of design input ahead of time to facilitate planning, and on an as-needed basis for development to progress
- Prepare technical documentation
- Verify that developed functionality meets specifications
- Help improve Cochrane Library's **development processes through constructive criticism** and a willingness to implement process changes

PERSON SPECIFICATION

Essential

- Experience evaluating information gathered from multiple sources, reconcile conflicts, and translate high-level requirements from the customer into detailed tasks for the technical team.
- In-depth knowledge of feature definition, technical analysis, and software development processes.
- Highly proficient technical skills/knowledge enabling you to work effectively with engineers and understand the technical aspects of the platform(s).
- Ability to translate technical requirements into a form which is understandable by non-technical customers
- Excellent written English
- Excellent verbal and written communication skills and the ability to interact professionally with executives, managers, and subject matter experts.
- Ability to assess project requirements and understand processes for gathering, validating and documenting.
- Ability to understand and create workflows of requirements (user journey, functional specification).
- Strong ability to translate business requirements to technical requirements that developers can use to implement.
- Able to work efficiently and effectively with a geographically-dispersed department and organization.

Preferred

- Knowledge of Cochrane, evidence-based health care, systematic reviews, and/or the global health sector.
- Experience working in an academic publishing environment.
- Experience working according to Agile development practices.
- JIRA experience desirable.

KEY INTERFACES

Internal: Departments – Editorial & Methods, Knowledge Translation; Membership, Learning & Support; IT Services

External: Cochrane publisher and publishing platform provider; Cochrane Library users and customers, **and Cochrane’s** partner organizations

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A