



Business Analyst – Maternity Cover (12 months)

JOB DETAILS	
Job Title:	Business Analyst
Reports to (title):	Product Lead, Publishing, Research and Development
Date:	October 2019

PURPOSE OF THE JOB

As the 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.

You will serve as a key liaison between the relevant Cochrane departments (e.g., Publishing, Research and Development; Editorial and Methods; Knowledge Translation; People Services; 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.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Requirements definition

- Analyse and decompose complex requirements for new Cochrane Library product features into developer-ready specification documentation, user stories and detailed development tasks.
- Assess project requirements, and understand the processes for gathering, validating and documenting these requirements.
- Produce technical documentation, user requirements, UML/BPMN models, wireframes and other artefacts.
- Assess potential impact and determine key measurement metrics for new functionality and define the tracking strategy.

Product knowledge

- Develop knowledge of key processes, including feature definition, core systems and software development, to capture and account for business and data dependencies.
- Develop familiarity with the system interfaces and experience of the administrative aspects.
- Help improve Cochrane Library's development processes through constructive criticism and a willingness to implement process changes.

Stakeholder management

- Work with business leads, publishing partners and internal stakeholders to facilitate external stakeholder engagement and negotiation of needs and requirements, as part of the Agile development framework.
- Work with an outsourced Agile software development team, providing design input in advance of the sprints to facilitate planning, and on an as-needed basis for development to progress.
- Coordinate and manage meetings and analysis sessions with internal and external teams in order to elicit and cross-reference business and functional requirements.

Product performance

- Understand the intended system functionality to facilitate validation of the system performance, UAT testing or beta testing to confirm whether the solution meets business needs.
- Report to the Product Team the results of testing, communicating the degree to which users' expectations were met and any outstanding issues or concerns.
- Help monitoring, correlating and prioritising bugs and defects at both a system and product level.

KNOWLEDGE AND SKILLS FOR THIS JOB**Essential**

- Highly proficient technical skills/knowledge enabling you to work effectively with software engineers and understand the technical aspects of the platform(s).
- Experience of working with Agile software development methodologies.

- Experience evaluating information gathered from multiple sources, reconciling conflicts, and translating 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, and a drive to help improve the Cochrane Library's processes through constructive criticism and a willingness to implement process changes.
- Ability to assess project requirements and understand processes for gathering, validating and documenting.
- Excellent written English.
- Excellent verbal and written communication skills and the ability to interact professionally with executives, managers, and subject matter experts.
- A highly organised, logical and object-oriented approach to the work with ability to work to deadlines and prioritise competing activities.
- Able to work efficiently and effectively with a geographically-dispersed department and organization.

Desirable

- Knowledge of Cochrane, evidence-based health care, systematic reviews, and/or the global health sector.
- Experience working in an academic publishing environment.
- JIRA and Confluence software experience.

KEY INTERFACES

Internal: Departments – Editorial & Methods, Knowledge Translation; People Services; 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