

# Technical Business Analyst

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| JOB DETAILS |
| Job Title:  | Technical business analyst |
| Reports to (title): | Review Production Manager, Informatics and Knowledge Management Department (IKMD) |
| Date: | February 2017 |

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| PURPOSE OF THE JOB |
| To translate user needs, business requirements, and gaps into actionable specifications for development and testing of web applications by Cochrane’s Informatics and Knowledge Management Department (IKMD), focussing on Cochrane systematic review production systems. |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| * Analyse and decompose complex requirements, create functional specifications, and prepare wireframes and flowcharts
* Create a thorough understanding of the domain of systematic review production, and apply that knowledge to facilitate requirement elicitation, perform gap analysis, and identify opportunities
* Work embedded in an 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 IKMD’s development processes through constructive criticism and a willingness to implement process changes
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| PERSON SPECIFICATION |
| Essential* A keen interest in Cochrane’s mission and the drive to master the systematic review domain
* Analytical and investigation skills; ability to understand the bigger picture
* Working knowledge of data and process modelling and good grasp of software development concepts
* Working knowledge of user interface design and ability to develop wireframes
* Ability to work with domain experts and users to understand their requirements
* Good command over spoken and written English
* Ability to work in an Agile team and prioritise tasks against team goals
* Able to work efficiently and effectively with a geographically-dispersed department and organization
* Willingness to travel as required

Preferred* Knowledge of Cochrane, evidence-based health care, systematic reviews, and/or the global health sector
* Experience working according to Agile development practices
* A basic understanding of statistics
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| KEY INTERFACES |
| Internal: Informatics and Knowledge Management Department (IKMD), Central Editorial Unit (CEU), and others within the Central Executive Team as neededExternal: Cochrane Review Groups, Cochrane Innovations, and Cochrane’s partner organizations |

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| DIMENSIONS |
| Budgetary responsibility: N/ANumber of direct and indirect reports: N/A |