Role Description & Person Profile

Role	
Job title	Apprentice Business Analyst
Division	AB Agri
Department	GTS / Project Enterprise
Location	Peterborough
Team Structure Reports to, direct reports, etc**.**	Reports to Senior Business Analyst

Description	
Impact Statement The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	Working towards an advisory role with the responsibility for investigating and analysing business situations, identifying and evaluating options for improving business systems, elaborating and defining requirements, and ensuring the effective implementation and use of information systems in line with the needs of the business and consistent with the business Target Operating Model and IT strategy.

Role Objectives The key responsibilities and key accountabilities of role. (5 to 10 areas)	To work alongside the Enterprise Project Team • Assist in the system specification process for major projects including multi-system / multi-site deployments. This is expected to include (but not limited to): ERP. MES / Process Control, WMS and Formulation systems. • Act as part of a team to become the interface between the business, Project team and IT teams to define and document the requirements necessary for supporting the Operating Model • Using existing business processes create process models, specifications, diagrams, charts, and other artifacts to provide direction to developers and/or the project team • Advise on appropriate deployment of existing solutions or, where not effective, assist in the design and selection of new solutions, configurations, processes • Participate in the development of the technical design, test plans and user documentation to support the business with deployments • Assist in the development of test scripts and training documentation where required. • Ensure solutions are aligned with the project model company, IT strategy and consistent in their application • Assist with the development of Business cases for gaps identified, while challenging the need for a deviation from standard. • Assist with the management of requests raised from within the business to identify and prioritise required developments or business process changes • Contribute to the development of the role including establishing standards, practices and procedures following professionally recognised guidelines.
Key Stakeholders What are the challenges of the relationships, communication strategies required, etc	• Project Enterprise Leadership Team • Project Enterprise supplier (Infor) consultants • Global Process Owners • Senior Business Analysts • Divisional Management teams • IT Architecture team • Business Partners • External software vendors
Scope Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.	Contributes/ supports documentation of business requirements via defined process of cataloguing and process modelling. Contributes / Supports prioritisation of system requirements raised from within the business to ensure business objectives are met. Presents defined business requirements, acceptance criteria and use cases to key stakeholders and project team to achieve sign off. Contributes / Supports recommendation of business solutions and documents outcome Contributes / Supports to the whole project lifecycle, Including but not limited to, Requirements gathering, selection, design, testing, training and Go-live activities.

	Utilises the knowledge gained through the associated apprenticeship to support BA project activity.

Person Profile		Essential or Desirable
Knowledge Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.	• Relevant A-Level or Equivalent (business/numerate/engineering/analysis) • Good interpersonal skills and communication • Strong Excel and PowerPoint skills • Interest in technology / IT	Essential Essential Desirable Desirable
Key Behaviours Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.	• Inquisitive • Logical / analytical • Problem Solver • Keen to learn and develop new skills • Confident • Self-starter • Good relationship building and influencing skills • Good communication skills • Team player	All essential
Other Factors Travel, shiftworking, HGV Licence, etc.	UK and International travel likely. Passport and Driving License required, or the willingness to learn to drive.	

Version 2 / April 23