University of Edinburgh
Job Description

1. Job Details

Job title: Senior Business Analyst/Senior Project Manager 013G

School/Support Department: Management Information Services

Unit (if applicable): Business Services Group

Line manager: Assistant Director, Business Services Group

2. Job Purpose

To provide project management and business analysis services in a number of major business areas ensuring targets and customer satisfaction levels are achieved.

3. Main Responsibilities

1. To understand and document current business processes, develop future business processes and then make recommendations based on opportunities that new technology and business re-engineering bring.
   
   Approx. % of time 40

2. To project manage the delivery of IT systems within the boundaries of resource, time and quality.

   Approx. % of time 30

3. To work within the long term vision for the development of IT systems in a business area in order to set the annual plan for systems development. Then manage the timing and delivery of the projects within the business areas annual programme.

   Approx. % of time 15

4. To assist business areas with the development of IT proposals for the annual planning round

   Approx. % of time 10

5. To represent MIS at appropriate interest or user groups internal and external to the university.

   Approx. % of time 5

4. Planning and Organising

   - Develop and maintain project plans so that projects are delivered successfully.
   - Identify, secure and manage project resources so that projects deliver within agreed budgets, to agreed standards and to agreed milestones.
   - Organise and attend monthly programme monitoring meetings with programme sponsors so that priorities and milestones are reviewed, agreed and managed.
   - Coordinate the development of project proposals in collaboration with business partners to ensure the success of the annual planning process.

5. Problem Solving

   - Analyse current business processes so that detailed re-engineering specifications can be created to provide corporate wide efficiency gains.
• Work in collaboration with technical designers to create a system design specification.
• Understand business resource pressures and negotiate with project sponsors effective use of said resources.

6. Decision Making
• Collaborate with programme owners and project sponsors to prioritise projects within a programme to ensure business cycles and critical milestones are met.
• Risk and impact management of project related issues at an operational and programme level.
• Determine and resolve project slippage and scope changes in respect of the overall programme of projects.

7. Key Contacts/Relationships
• Principle contact with project team, project sponsor and programme owner.
• Liaison with MIS groups, business areas and external suppliers regarding implementation of project plans.
• MIS Management and key stakeholders on a monthly reporting cycle.
• Liaise directly with Assistant Director on any major project related issues

8. Knowledge, Skills and Experience Needed for the Job
• At least 5 years experience in an IT environment.
• Ability to run Business Analysis workshops with senior members of staff.
• Ability to influence, guide and challenge senior staff.
• Deliver projects in line with the university key strategic programmes.
• Ability to adhere to industry standard Project Management and Business Analysis methodologies.

9. Dimensions
• Manage a portfolio of at least 8 projects per annum.
• Manage projects teams of up to 12 people.
• Manage at least one of the projects in the University’s top 6 strategic goals.
• Manage projects of at least 200 days effort.

10. Job Context and any other relevant information