

Job
description

Senior Business Analyst – Stratus

Sept 2024

Directorate:	Digital
Pay grade / staff group:	Professional Services 02
Hours / duration:	Full time Monday to Friday Fixed Term Contract 2 years
Reports to:	ERP Programme Director (Stratus)

Context

The ICR is one of the world's leading cancer research organisations, with a mission to make the discoveries that defeat cancer. To support delivery of an ambitious new strategy, the ICR has begun a programme of transformation to achieve our vision for an excellent and sustainable organisation, that is ready to meet the challenges of the future. Our 'Evolve' principles create a framework for achieving these goals, through building modern, easy-to-use, sustainable and efficient support services, which are always improving and adding value. Stratus will be one of three key programmes (alongside growing our income and developing our estate) through which we deliver an excellent and sustainable organisation.

Stratus will implement a cloud-based Enterprise Resource Planning software-as-a-service (SaaS) solution, and support the organisation to adopt simple, standard and modern processes in our everyday operations.

Main purpose of the job

You will be joining the Stratus programme to provide business analysis and project management support. As part of the team, you will be working with stakeholders across the organisation to assess, design and implement new operational processes in line with our design principles.

You will lead workshops to assess our 'As-Is' state and help to define the transition to new processes through adopting suppliers' "out of the box" solutions. You will identify gaps between As-Is and To-Be processes, and challenge and support us to shape new ways of working across professional services to ensure they are customer centred, effective and efficient.

The Senior BA will bring their experience of best practice process re-engineering and continue to develop the process library. Creating a legacy of continuous improvement iterating well-defined, owned and understood process supporting our cancer discovery, ensuring our researchers can concentrate on their mission to defeat cancer.

Our mission
is to make the
discoveries that
defeat cancer.

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Duties and responsibilities

Key duties

Business Process Analysis

Document As-Is business processes using various modelling techniques

Modelling As-Is vs To-Be business/system processes, conducting detailed research and analysis of process changes, identify user stories/needs and analyse options for new system business improvements.

Develop process improvement recommendations and assist in implementation.

Requirements Gathering and Analysis

Use various techniques (e.g., interviews, workshops, surveys) to gather requirements.

Create detailed use cases, user stories, and support workstreams to baseline benefits

Design and facilitate workshops to engage staff to understand root cause issues

Data Analysis and presentation

Analyse data to identify trends, patterns, and insights

Use data analysis tools and techniques (e.g., SQL, Excel, BI tools) to extract and manipulate data.

Develop data-driven insights and recommendations to support decision-making.

Create materials and presentations to support decision-making.

Project Management Support

Assist project managers in planning, scheduling, and tracking project activities.

Support option appraisal activities

Analyse change control requests

Stakeholder Management

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Build and maintain relationships with stakeholders at all levels of the organization.
Effectively communicate project progress, issues, and risks to stakeholders.
Facilitate stakeholder meetings and workshops.
Stakeholder engagement, constructively challenging and acting as a critical friend to achieve solutions that align to our design principles

General

All staff must ensure that they familiarise themselves with, and adhere to, any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy, and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

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Person specification

Education and Knowledge

A recognised business analysis qualification or significant knowledge or experience in a business analyst role	Essential
Previous experience of working on an ERP implementation project	Desirable
Degree or equivalent knowledge and experience	Essential

Skills

Ability to be an effective, accurate and concise communicator (both orally and in writing) who can engage, influence, negotiate and persuade at all levels of staff seniority	Essential
Ability to design, adapt and apply appropriate workshop facilitation techniques to obtain user engagement and extract necessary information	Essential
Ability to build rapport and strong working relationships with stakeholders at all levels with a confident approach and ability to challenge the status quo when required	Essential
Ability to work as subject matter expert and develop process improvement guidance and process library	Essential
Strong organisational skills and ability to effectively prioritise activity and balance competing demands	Essential
Track record of delivering measurable process improvements within a professional service environment	Desirable

Experience

Experience of making recommendations for improvements to business processes considering best practice, design principles, technology and constraints	Essential
Significant experience working as a Business Analyst working across departments in complex organisations	Essential
Experience of working across multiple workstreams	Desirable
Experience of training and coaching staff in process improvement techniques	Essential
Experience of working as a business analyst in systems projects across the lifecycle of the project testing, go live etc	Essential
Experience of coaching and training colleagues in process improvement techniques	Desirable
Proven analytical and problem-solving skills with the ability to use initiative to identify effective solutions	Essential

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Business Analysis: Proven ability to analyse business processes, gather requirements, and document specifications.	Essential
Data Analysis: Strong skills in data analysis, including data extraction, cleaning, and clear presentation	Essential
Project Management: Understanding of project management methodologies and tools.	Essential
Stakeholder Management: Ability to effectively communicate and collaborate with stakeholders.	Essential

Essential SFIA skills, at the relevant level, needed for the position.

Category	Skill	Required Level
Change and transformation	Business situation analysis	4
	Requirements definition and management	5
	Acceptance testing	3
Development and implementation	Data modelling and design	3
	Data visualisation	4
	User experience analysis	4
	User experience evaluation	4
People and skills	Sourcing	3
Relationships and engagement	Stakeholder relationship management	4

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About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors, and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six [values](#). They are what bring us together as one team – as 'One ICR'.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.

They summarise our desired behaviours, attitudes, and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

