

Business Analyst

Candidate Pack



Who are Be Positive?

We are a niche Business Analysis company based in Edinburgh. We have over 15 years' experience working with our customers to build their Business Analysis capability and improve their project delivery results.

We understand and have experienced the unique challenges of delivering Business Analysis and our consultants are equipped with the tools, techniques and relevant experience to deal with them.



Job details

Job Title:	Business Analyst		
Customer:	Successful candidates will be employed by Be Positive and will be assigned to work on one of our customer accounts, typically UK Life and Pensions companies		
Location:	Edinburgh		
Salary Range:	£ 30,000 to £45,000		
Line Manager:	Managing Analyst	Senior Manager:	Head of Delivery

Key accountabilities

You will be part of the Be Positive team supporting our customers in their transformation projects and programmes. You will play a pivotal role in the build and delivery of our customers digital capabilities. We are looking for people who have:

- + Strong agile experience
- + Worked on a range of IT and Business Change Projects – this could include strategic change, regulatory changes, new products, new customer propositions or fixes to existing estate
- + Migration project experience - Ideally within the life insurance, pensions and investments sector
- + Carried out business analysis using a range of methodologies across a full end-to-end project lifecycle
- + Produced or contributed to analysis deliverables such as business and solution requirements, features lists, user stories and modelling artefacts including business processes, customer journeys or business data

Just as important as professional techniques we are looking for BAs with strong personal and behavioural competencies.

Personal and behavioural competencies

<ul style="list-style-type: none"> + Confidence to ask the difficult questions + Credible with all levels of stakeholders + Comfortable with both ambiguity and well-defined problems + Working in mixed business and technical teams + Influencing and leading 	<ul style="list-style-type: none"> + Analytical thinking and problem solving + Presenting and facilitation + Champion and model excellence in the BA role + Strong verbal and written communication
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Business Analysis skills and techniques

<p>Core BA Skills</p> <ul style="list-style-type: none"> + Eliciting requirements using a variety of techniques, including facilitation + Specifying requirements using a variety of formats + Requirements Analysis + Requirements Management + Business Analysis planning + Defining acceptance criteria + Modelling processes and / or business data + Presentation using a variety of media + Problem investigation + Gap Analysis 	<p>Desirable BA Skills</p> <ul style="list-style-type: none"> + Identifying and managing risks + Implementation of change into the business + Ability to understand and solve complex business issues + Understanding the business context + Options Evaluation + Business Case + Feasibility Study
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Our selection process

Stage 1: CV

We ask all our candidates to submit a CV outlining their skills and experience

Stage 2: Telephone Interview

The telephone interview is an opportunity for the candidates to find out more about us and the roles we are recruiting for.

Stage 3: Assessment (2 Parts)

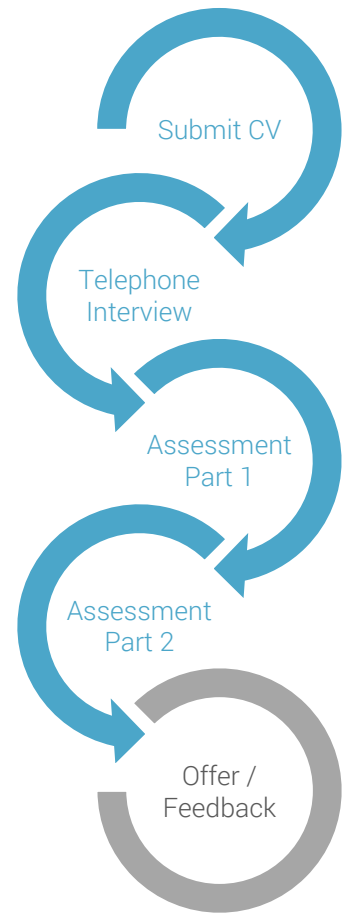
All our permanent hires go through the same rigorous assessment process - regardless of their level of experience.

Part 1: Case study presentation

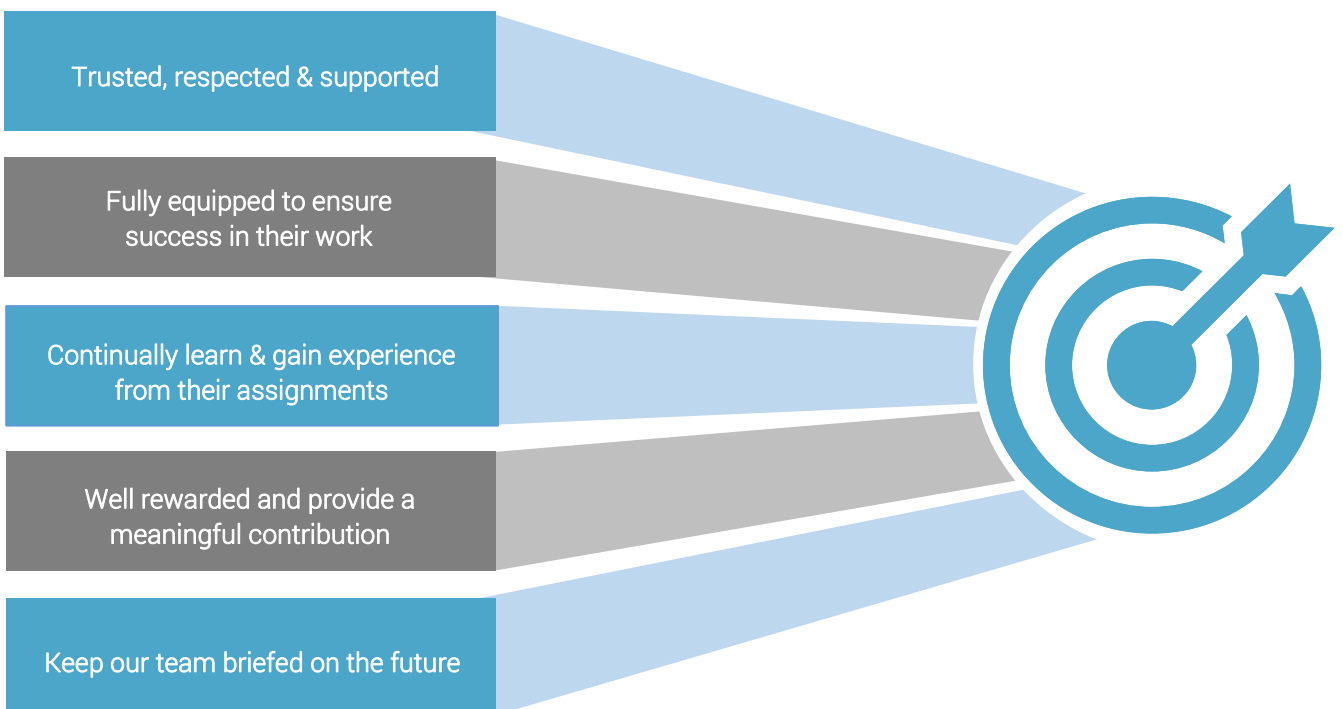
We give the candidates a scenario and ask them to analyse the situation and present the answers back to us.

Part 2: An in-depth interview

At the end of this stage we either make an offer or provide candidates with an in-depth feedback to help with their future career.



Our vision & values for our team



Benefits of working with us

We like to look after our employees and are always happy to discuss potential benefit packages. When you join Be Positive you will receive additional benefits including:

- + Contributory Pension Scheme (Employee pays 5% - Be Positive pay 5%)
- + 35 days annual leave which includes all bank/public holidays
- + Perkbox™ reward scheme providing access to discounted health care, financial services, travel, entertainment, technology and much more
- + Cycle to work scheme
- + Travel season ticket loan
- + Life assurance

Personal development in post

At Be Positive, we are firm believers in the 70/20/10 approach to personal development. This is absolutely core to our graduate scheme where 70% of the development comes from doing the job on customer site, 20% from mentoring and 10% from formal training.

Business Analysis Training

Be Positive will support staff who wish to pursue industry standard professional qualifications through BCS® and IIBA® accreditation routes.

BA Simplified - Online Training

Be Positive employees also get access to our online training course 'BA Simplified'. This online course has been created from our vast experience of Business Analysis, combined with current industry standards and provides a structured overview of business analysis across a full project lifecycle.