

JOB DESCRIPTION

Job Title	Senior Business Analyst		
Directorate	Strategy Performance and Communication		
Reporting to	Change Lead		
Grade	10		
Evaluation ref:	RP206	Job ref:	Family
Role purpose			
Drive excellence in business analysis for the Council's most complex initiatives, aligning with organisational transformation strategies. Liaise between technical teams, stakeholders, and users to ensure needs are effectively captured, prioritised, and translated into actionable solutions that enhance efficiency and customer experience.			
Accountabilities			
<p>Strategic Business Analysis</p> <ul style="list-style-type: none"> Identify and analyse business needs to align with organisational goals. Develop actionable insights and recommendations using advanced analysis techniques. Constructively challenge requirements and priorities to maximise organisational benefits. <p>Stakeholder Engagement and Relationship Management</p> <ul style="list-style-type: none"> Build and maintain relationships with stakeholders, ensuring collaborative solution development. Facilitate workshops, consultations, and sessions to gather input on business needs and requirements. Present clear, engaging findings to project teams and senior stakeholders. <p>Requirements Gathering and Solution Design</p> <ul style="list-style-type: none"> Gather and document detailed business requirements, translating them into actionable deliverables. Lead process mapping and design business-focused solutions to improve service delivery. Develop comprehensive documentation to support business analysis activities. <p>Data-Driven Decision Making</p> <ul style="list-style-type: none"> Use data analysis to support business cases and assess the impact of changes. Present findings through clear data visualisations and performance metrics. Maintain knowledge of the Council's digital platforms to inform analysis activities. <p>Mentorship and Best Practices</p> <ul style="list-style-type: none"> Promote best practices in business analysis and provide technical guidance to teams. Ensure compliance with policies and organisational values. 			

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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Advanced understanding of business analysis principles, tools, and techniques.	x	
Knowledge of agile delivery frameworks and process improvement methodologies.	x	
Familiarity with local government operations, digital transformation practices, and business process modelling tools.	x	
Experience		
Proven experience delivering impactful business analysis outcomes in complex, multidisciplinary environments.	x	
Demonstrated success in managing stakeholder relationships and facilitating collaborative workshops.	x	
Track record of delivering innovative, business-focused solutions with measurable outcomes.	x	
Qualifications / Registrations / Certifications		
Degree or equivalent experience in a relevant field.	x	
Certification in business analysis, agile methodologies, or project management.		x
Continuous professional development in business analysis and related fields.		x
Skills		
Excellent analytical and problem-solving skills.	x	
Strong communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.	x	
Proficiency in creating business requirements documentation, process mapping, and journey mapping.	x	
Ability to deliver clear and engaging presentations to diverse audiences.	x	
Proficiency with business analysis tools such as BPMN, UML, or equivalent frameworks.	x	
Dimensions of the role		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position		
Corporate Accountabilities		

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