

## The University of Manchester

### *Job Description*

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| <b>Job title:</b>         | Business Analyst  |
| <b>Reports to:</b>        | Senior Business Analyst                                       |
| <b>Organisation unit:</b> | University of Manchester Library: Research & Digital Horizons |
| <b>Date:</b>              | January 2021  |
| <b>HERA:</b>              | MAPPS-UML-R&DH-DS-G (358, Grade 5)                            |

#### **Overall purpose of the job:**

- To contribute to the Library's planning, analysis, project and change management activities to support the delivery of Library services
- To implement to the Library's planning, analysis, project and change management activities to support the efficient and effective delivery of Library services
- To lead Library directorates in the development, implementation and review of operational plans
- To manage projects and undertake analysis, planning and evaluation activities
- To undertake planning and reporting activities at the direction of the Business Planning Manager and sponsors
- To provide specialist project advice to project managers, sponsors, the Library Executive Team (LET) and the Library Leadership Team (LT) in relation to the strategic project portfolio and guide in the production of project documentation when required
- To advise on methodology and best practice in planning, control, risk and change management and ensure projects follow this through control of project stage gates
- To provide Project Management Office (PMO) support to project managers, sponsors, the Library Leadership Team (LT) and Library Executive Team (LET) in relation to the strategic project portfolio

#### **Key responsibilities:**

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To lead the operational planning process ensuring directorates follow the cycle, working with senior leaders to ensure directorates develop plans within the cycle
- To facilitate workshops on operational planning, lessons learned and project planning
- To co-ordinate effective communication and collaboration between teams to achieve effective and efficient use of resource

- To manage projects, following the Library's project process, including project planning, identifying, managing and communicating with stakeholders, identifying and managing risks, co-ordinating actions of a project team, progress tracking and reporting and ensuring effective handover and project closure
- Actively contribute to the development of the library's project management processes, maintaining effective systems for managing project controls and documents
- To provide a Project Management Office service to the Library, ensuring projects follow the Library's project management process and that project control, risk and change processes and regular reporting are set up and implemented, challenging project managers where appropriate
- To provide advice to project managers so projects fit within the Library's project management framework and use agreed processes and best practice
- To undertake reporting activities to key stakeholders at the direction of the Business Planning Manager
- To advise project managers on best practice relating to the creation and maintenance of project plans and other project documents
- To work with project and work-package managers to map key activities and analyse their requirements to create project proposals and plans
- To work closely with the Business Planning Manager to maintain a central project library of templates, procedures, best practice guidelines and project plans and reports
- To identify and investigate emerging opportunities and prepare accurate information and recommendations for the Business Planning Manager to assess
- To provide PMO administrative support to the Business Planning Manager
- To support and engage senior leaders
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

### **Person Specification**

#### Essential knowledge, skills and experience:

- Experience of either managing projects or knowledge of business analysis, project management or change management principles, methodologies and tools
- Knowledge of Library Services ideally within a University setting.
- Experience that demonstrates organisational and administrative skills, including the ability to prioritise work and meet deadlines
- Excellent communication and presentation skills to ensure effective sharing of knowledge, objectives and resource to a variety of audiences

- Ability to establish and maintain strong relationships
- Ability to influence others and move toward a common vision or goal
- An enthusiastic approach to providing high quality support to Library projects, including the ability to question and provide challenge to ensure projects are run effectively
- Ability to use own initiative and judgement to proactively resolve problems independently, or through a support team, where appropriate
- Ability to collate and present data in report format

Desirable knowledge, skills and experience:

- IT literacy including project management software and collaboration tools (e.g. wikis)
- Relevant project management qualification or significant relevant experience