



JOB DESCRIPTION

Vacancy: Business Analyst
Reference: GRPBA7
Date: 28 March 2019
Contract: Permanent
Reporting to: Senior Systems Analyst
Location: Newforge Lane, Belfast

Your new company...

As Viridian Group we are already working for you every day.

How? As Ireland's leading energy provider, we generate and supply energy to hundreds of thousands of homes and businesses across the island of Ireland via our **Power NI**, **Power Procurement** and **Energia** businesses. Chances are, when you flick the switch we've had something to do with the lights coming on.

As you can imagine, powering over 1 million customers takes a pretty big team of people who are as powerful and energetic as the electricity we supply. Our industry is in a constant state of change and we need exceptional people like you to help us deliver the future of energy. So... are you ready to switch on your career with Ireland's leading energy provider?

What we offer...

Joining us on a permanent basis, you'll receive a competitive salary plus an attractive bonus structure. With a market leading benefits package including up to 36 days leave a year (25 days annual leave and 11 days bank/public holidays), generous company pension scheme, private healthcare for all the family, access to Learning and Development opportunities, Wellbeing Programme, Subsidised Gym Membership and free onsite car parking!

Your new role...

The role will report to the Senior Systems Analyst as part of the Projects team and will be involved in critical projects across the Energia and Power NI businesses. The successful candidate will be responsible for business process analysis and project management support, working closely with business users, project and technical teams to develop and enhance business processes, drive improvement and ensure delivery of key business and systems projects. The successful candidate will also be responsible for coordinating key activities of the Project Management Office (PMO) to include completing and monitoring relevant documentation and ensuring compliance with PMO policies and procedures. A feature of this role may also include the need to carry out certain Project Management responsibilities when required. The successful candidate will be expected to champion a culture of change and continuous improvement and to promote best practice within the project team and to stakeholders across the organisation.



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Main Duties:

Business Process Analysis

- Identifying, mapping, developing and enhancing work systems and business processes in collaboration with key stakeholders
- Working with key stakeholders to identify business requirements and to gather requirements
- Proactively gathering and analysing data to identify work processes, patterns and trends
- Identifying opportunities for process improvement to improve quality, efficiency and/or value
- Developing and presenting findings and recommendations in a variety of formats to stakeholders at all levels and gaining buy in to recommendations
- Driving implementation of recommendations and assisting in business change initiatives
- Conduction post-implementation analysis and seeking further opportunities for improvements
- Gaining buy-in and support from key stakeholders at all stages of the change process
- Managing the testing of the solutions that are developed

Process Management

- Facilitating project working by acting as a critical link between business users and in-house technical teams/external suppliers
- Undertaking lead responsibility for projects or areas within projects as required
- Supporting the Project Manager as required

PMO Responsibilities (if required)

- Complete and monitor PM Documents to a high standard e.g. PID, Status Reports, etc.
- Attend project meetings to support the project team as required
- Ensure all implementation programmes conform to PMO policies and procedures
- Ensuring high quality of delivery and compliance
- The successful candidate will be expected to demonstrate the Viridian Competencies at Specialist level.

Benefits and Location

The post will be offered on a permanent personal contract basis and will include an attractive benefits package, including a salary to reflect the skills and experience of the successful candidate. The post will be based in our offices at Newforge Lane, Belfast.

PERSONNEL SPECIFICATION

Knowledge and Experience:

Essential

- Experience of working in a Business Analyst role including experience of:
- Using a range of investigation techniques including document analysis, workshop facilitation, and analysis tools to define business problems/requirements;



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- Documentation of business case, use cases, business processes and requirements using relevant tools e.g. Microsoft Word, Visio, PowerPoint;
- Requirements analysis, management and communication;
- Building and maintaining successful working relationships with internal and external stakeholders;
- Creation of detailed project related documentation for a variety of stakeholders;
- Experience of working in a project environment.
- Current driving licence and access to a car.

Desirable

- Business Analyst certification from a recognised organisation or provider e.g. BCS, Chartered Institute of IT.
- Exposure to Agile and Waterfall project management methodologies
- Experience working with the utilities industry
- Experience in managing User & Business acceptance testing
- Degree or postgraduate qualification in relevant field (IT/Computing/Business)

Competencies:

Professional Integrity

Communication

Drives for Results

Additional Requirements:

The job requires a considerable degree of commitment, flexibility and adaptability on the part of the job holders to meet quality standards and work deadlines. The individual must have a forward thinking approach and be able to work independently.

To apply

Please email your CV to careers@viridiangroup.co.uk to be considered for this role. Please also complete and send the attached Monitoring form to monitoringofficer@viridiangroup.co.uk. Both emails should include your National Insurance Number and have the reference and job title GRPBA7 Business Analyst in the subject header.

All correspondence will be communicated via email. A reserve list may be held for 6 months in which you will be placed if you are suitable for the role.

The closing date for applications is 11 April 2019.

Viridian Group is an equal opportunities employer.



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