

BUSINESS ANALYST

We are thrilled to announce that we have a new vacancy in our IS & Change team for a Business Analyst.

The Change team is going through an exciting period of growth to support and manage a multi-million-pound digital transformation and increase our capability to manage change across the society. We have a great mix of technical, creative, and strategic projects on the horizon, and this is a great opportunity for someone to play a pivotal role in supporting the delivery of critical projects but to help support and contribute to the expansion of the change function.

The Business Analyst will play an important role in the Change team, working closely with various business departments on a variety of initiatives, helping shape and support the definition, development, and delivery of change, across the Society.

In supporting the Change team, your responsibilities will include, but not be limited to:

- Creation and management of change requests.
- Identifying, defining, and documenting project requirements.
- Examine existing business models and flows of data, documenting and summarising findings and then assist in the design of improved solutions.
- Be able to produce as required gap analysis reports.
- Translate requirements into User Stories / Use Cases, BRD and FSD or customer journeys.
- Identify options for potential solutions & assess them for business and to some degree technical suitability.
- Define clear benefits to be delivered and realised by projects.
- Assist in the creation of new or altered processes, procedures, and training materials.
- Assisting with the creation of key framework documents as appropriate, which may include presentations, business cases, project briefs as well as project closure documents.
- Establish and build effective, long-lasting relationships with stakeholders, SME's and third parties and be comfortable communicating and presenting.
- Organising and facilitating project workshops and meetings as appropriate.
- Assist in the creation of testing schedules associated with project deliverables, and assist in User Acceptance Testing where required

Working hours are 35 hours and 25 minutes per week, i.e., Monday – Friday 8.55am – 5pm with one hour unpaid for lunch and Saturdays may be required, as requested by Management. This role has a salary range of £31,200 to £42,300 dependant on experience. This role offers some flexibility in location and is based between home and Head Office (Hinckley), in line with our hybrid working policy.

Essential background and experience:

- Solid experience in performing Business Analyst role across a range of projects and able to hit the ground running
- Excellent analytical skills and attention to detail to ensure completion of tasks to a high standard.
- A logical and creative approach to problem solving and an ability to identify critical issues.
- Exceptional organisational and time management skills and the ability to learn quickly.
- Excellent stakeholder management skills and comfortable communicating at all levels.
- Strong presentation, written and oral communication skills.

- Comfortable operating within a team but also working with minimal supervision.
- Ability to prioritise effectively with a proactive approach to change delivery.
- Business awareness and an investigative and inquisitive mind.
- Advanced working knowledge of Microsoft Office, Visio, and Project.

Desirable background and experience:

- Experience within a regulatory / financial services environment.
- Educated to Degree level or an alternative finance industry related qualification.
- Professionally recognised certification in a relevant accreditation.
- Experience in both waterfall and agile techniques.
- Previous experience in any of the following projects: website redesign, managed service migration, system migration, mobile app development, regulatory projects.

Benefits of working for Hinckley & Rugby Building Society:

- Minimum of 25 days holiday, plus bank holidays.
- Opportunity to purchase three additional days holiday (pro rata for part time employees).
- Additional day off in your birthday month.
- Annual discretionary bonus, based on performance.
- Enhanced family leave package.
- Four times basic salary life cover.
- Opportunity to join Benenden Healthcare (upon six months service).
- Permanent Health Insurance (upon six months service).

If you wish to apply for the role, please complete the employment application found on our website in the careers section and email this to hr@hrbs.co.uk.

We look forward to hearing from you!