

Role Profile

Job Title:	Business Analyst/Senior Business Analyst	Location:	Central London
Department:	Landmark Solutions	Hours of Work:	35 hrs per week
Reports to:	Contract Manager or Senior Business Analyst, according to seniority		

The main purpose of the job:

Landmark is Britain's leading supplier of land and property search information.

As part of a long term contract with the UK Government, Landmark manages the definitive register of Domestic and Commercial Energy Performance Certificates (EPCs). Landmark Solutions are looking to strengthen their Business Team capacity to support a number of initiatives related to this and other projects.

The aim of this position is to analyse and produce requirement specifications for current and potential projects, identifying how they can be incorporated into existing business processes, or if new processes are required. It is an external facing role based in central London within close proximity of current and potential clients. The role will involve frequent contact with clients to discuss progress, issues and new requirements, feeding information back to the Contract Manager and Project team as required.

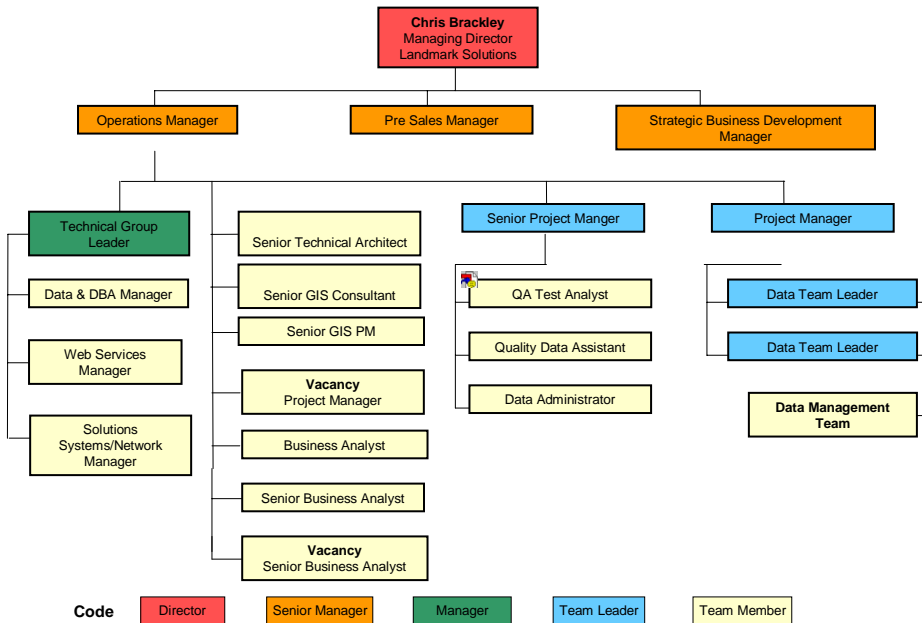
This post is predominantly based in London Victoria, and will require travel to the Head Office in Exeter 2 or 3 times a month.

Main tasks of the job (in order of priority):	% of time spent
Develop and maintain business relationships with Government departments and various stakeholder groups, including commercial organisations.	25%
Liaise with a range of industry and government stakeholders in order to coordinate responses to business and policy initiatives. To capture requirements, to manage, account for, and provide consensus amongst the stakeholder group in relation to specific business or policy requirements. Present findings and potential solutions to stakeholders.	25%
Produce and maintain specification documents. Analyse business requirements for: <ul style="list-style-type: none"> incorporating into existing business processes documenting new business processes documenting business processes to maintain integrity with existing systems and processes 	25%
Undertake detailed analysis and create functional specifications to meet requirements. Work closely with development teams to ensure correct functionality.	25%

N.B. Percentage of time spent highly variable and dependent on current priorities at any one time

Relationships

Landmark Solutions



Staff who report to this position:	None
Who this position reports to:	Contract Manager or Senior Business Analyst
Key External Contacts:	Extensive consultation and liaison with a wide range of industry and government stakeholders
Key Internal Contacts:	EPC management team, Systems Development Teams

Qualifications & Training	Essential/Desirable	Selection Method
Demonstrable experience in a similar role	Essential	CV/Interview

Competencies	Essential/Desirable	Selection Method
Technical:		
Solid understanding of commercial and government processes and IT	Essential	CV/Interview
Ability to use a of a range of appropriate analysis methods	Essential	CV/Interview
Understanding of web technologies e.g. JSP, XML, HTML	Desirable	CV/Interview
Understanding of relational databases in particular Oracle	Desirable	CV/Interview
Experience with Visio and version control software	Desirable	Interview
Intermediate to advanced MS Word, Excel and PowerPoint	Essential	Interview

Leadership:		
Be able to coordinate, motivate and build effective relationships with a range of external organisations	Essential	CV/Interview
Behavioural:		
Ability to work confidently and successfully as part of a small team	Essential	Interview
Excellent ability to present information in a concise and professional manner	Essential	Interview
Analytical, inquisitive thinking	Essential	Interview
Diplomatic yet assertive	Essential	Interview
Excellent attention to detail	Essential	Interview
Excellent verbal and written communication skills	Essential	CV/Interview
Organised	Essential	Interview
Ability to work on own initiative	Essential	Interview
Ability to explain complex concepts to different audiences on several levels	Essential	Interview

Date of role profile:	4 th August 2008	Prepared by:	Andy Richards
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