

Job Description

JOB TITLE:	Data Business Analyst
DEPARTMENT:	Information Technology
JOB HOLDER:	
REPORTS TO:	Senior BI Business Analyst

Purpose of the Job:

The Business Analyst role forms an integral part of the IT Data team. The role would be responsible for capturing and analysing data and reporting requirements, conducting data gap analysis and completing impact analysis of external factors. Part of this would require working with other business or project teams to analyse data sources, document (AS-IS/TO-BE) processes and conduct technical analysis.

Principal Accountabilities:

- Conduct and analyse feasibility studies/impact assessments arising from a change to technology, business and/or external factors.
- Conduct workshops to elicit business requirements
- Capture & analyse BI/MI data and reporting business requirements and convert these into Epics, Features, Prototypes and User Stories with clear acceptance criteria.
- Identify data gaps and complete data analysis (e.g. impact, quality, migration & reconciliation)
- Define, model and document reporting solutions and data integrations.
- Analyse and document “as is” process and model the “to be” business processes.
- Ensure development community has a clear & complete understanding of the requirements.
- Conduct/facilitate acceptance tests for solutions with user community, including development of UAT test scenario and test scripts.
- Develop and deliver training and supplemental materials
- Communicate progress, issues and risks to the project manager and key stakeholders.
- Ability to support the development of a Business Case with agreed benefits and costs.
- Report and communicate fluently on all aspects of work to team members and management, supporting the team’s vision and strategy in various workstreams.
- Drive report usage & improvements and provide business with effective support and advice in relation reporting solutions.
- Promote and maintain high professional standards whilst delivering IT to the business.
- Plan, facilitate and control meetings, workshops and improve relations with clients.
- Develop close business working relationships.
- Stay abreast and recommend best practise techniques for BI/MI analysis

Regulatory Conduct Rules:

1. Act with integrity.
2. Act with due skill, care and diligence.
3. Be open and co-operative with Lloyd’s, the FCA, the PRA, and other regulators.
4. Pay due regard to the interests of customers and treat them fairly.
5. Observe proper standards of market conduct.

Education, Qualifications, Knowledge, Skills and Experience:

- Multiple experiences acting as an analyst in a commercial environment, especially in the delivery of BI/MI Reporting solutions
- Good knowledge of insurance industry, processes and functions. Including General Insurance, Lloyds and Company Markets.
- End to end experience in the project lifecycle.
- Familiar with Agile methodologies.
- Experience of working with external third-party suppliers to achieve goals aligned to the corporate strategy.
- Great analytical skills with good business acumen.
- Able to gather business requirements and produce documentation to a high standard, including prototyping, diagram, word documents and Excel samples.
- Able to recognise potential assignments outside areas of specialisation, challenge current processes and willing to suggest new ideas and change.
- Effective communicator with all levels of the business from senior management downwards and fully experienced at dealing with client/users.
- Able to work well on assigned projects and change related activity.
- Team player, pro-active, confident, logical and tenacious.
- Able to identify issues and solve problems in a logical manner.
- Takes initiative to keep skills up to date and maintain awareness of developments in the ICT industry.
- Proficient in MS SQL and able to write queries for data analysis, and investigate further through scripts for determining logic implemented.
- Experience in developing reconciliation reports based on SQL, Excel and PowerBI.
- Able to see the bigger picture and challenge the status quo.
- Educated to degree level or equivalent.

Required Toolsets

- Experience of Microsoft SQL Server, TSQL, Excel, MS Word, MS Visio and PowerPoint.

Qualifications:

The following qualifications are preferred but not essential as Brit Insurance uses its own adaptations and will train as necessary:

Degree Level or above in Science, Maths, Computing, Engineering or related subject.

LLMIT (the Lloyd's and London Market Introductory Test) Certificate or CII equivalent.