



# Brief

**IT Business Analyst**  
Wallingford (UK)  
**CABI**

**January 2014**

## CABI BACKGROUND

**CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.**

We have over 350 staff based in 16 countries. We have offices in Brazil, China, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 46 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### Publishing

We produce key scientific publications, including CAB Abstracts – the world-leading database covering agriculture and environment and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, ebooks and full text electronic resources aiming to further science and its application to real life. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers worldwide.

### Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

### Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### Plantwise

Plantwise aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

[www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	IT Business Analyst
<b>Salary range:</b>	£30,000 - £35,000
<b>Reporting to:</b>	IT Project Manager
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Other Business Analysts
<b>Location:</b>	Wallingford

### Purpose of the role

- The IT Business Analyst is a critical role in developing innovative information solutions in response to identified customer needs, focusing on improving the customer experience. The BA participates in the definition, testing, training, implementation, and support of functional requirements for CABI information products and activities.
- The Business Analyst will be responsible for developing and specifying business requirements and related business rules based on CABI business needs, eliciting input across organizational and geographic boundaries from a wide range of internal and external stakeholders.

### Candidate profile

The successful candidate for this role will be enthusiastic and passionate about information technology, with an interest in scientific disciplines or international development and have demonstrable business analyst experience. They must be highly motivated, work well in a team and be able to deliver good results under tight deadlines. Demonstrable experience of working in a PRINCE2 and/or Agile environment is desirable; at the very least, an understanding of these methodologies is required.

### Key Accountabilities

- The Business Analyst will work closely with Subject Matter Expert(s) and other members of staff in the definition, testing, training, implementation, and support of functional requirements.
- Will identify requirements via industry standard analysis techniques such as data flow modelling and workflow analysis, The Analyst solicits requirements through interviews, workshops, and/or existing systems documentation or procedures.
- In general, the role will include the creation/revision of the following types of deliverables:
  - Process Maps
  - Business Requirements
  - Business Rules
  - User Stories
  - User Flows
  - Acceptance Tests
  - Specifications for the Development teams
  - Reports

- The Analyst will participate in daily stand-up meetings with both Technology and Business staff to facilitate the understanding, clarification, and implementation of requirements in an environment which combines PRINCE2 and Agile methodologies.
- The Business Analyst is expected to hot-desk between Business and Technical areas moving from one project to another as projects require
- Identify and document system deficiencies and recommend solutions
- Research and keep up-to-date with web technology applicable to CABI's business needs as appropriate.
- Some travel to other CABI offices may be required.

## CANDIDATE PROFILE

	<b>REQUIRED (commercial or project based)</b>	<b>DESIRABLE</b>
<b>Technical knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• 4-6 years experience in building and specifying mission critical business applications in a client/server environment.</li> <li>• Strong facilitation skills. Must be able to elicit requirements from various personality types across organizational and geographical boundaries, using recognised methodologies.</li> <li>• Proven experience at driving consensus across multiple stakeholders.</li> <li>• Strong reporting skills</li> <li>• Process driven analysis skills.</li> <li>• Understanding of Microsoft .NET.</li> <li>• High level understanding of Microsoft SQL.</li> <li>• Demonstratable experience with business outsourcing and being able to work at distance.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of other web technologies.</li> <li>• Understanding and experience of analytic tools such as Google Analytics</li> <li>• Experience of SCRUM/Agile methodology</li> <li>• Experience of PRINCE 2</li> </ul>
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• BA/BSc Degree or higher, in technology or scientific field or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Further degree in related discipline.</li> <li>• Completion of a recognised Business Analysis qualification.</li> </ul>
<b>Personality characteristics</b>	<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills. Must be able to communicate effectively and confidently with users, team members and management.</li> <li>• Must be flexible and willing to undertake a wide variety of challenging tasks.</li> <li>• Aptitude for learning new technologies</li> <li>• Self-motivated</li> <li>• Ability to work under pressure to tight deadlines</li> <li>• Ability to work alone with minimal supervision</li> <li>• Good team worker</li> <li>• Enthusiastic</li> <li>• Passionate about the IT industry</li> </ul>	<ul style="list-style-type: none"> <li>• Driven to stay abreast with the IT industry through self-study</li> <li>• Interest in scientific disciplines and/or international development</li> <li>• Critical eye for detail</li> </ul>
<b>Special Circumstances</b>	<p>On rare occasions, this role will be required to work outside of normal working hours.</p> <p>Some travel to other CABI offices may be required.</p>	

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

This position does not fall under the CABI flexitime scheme.

## HOW TO APPLY

To apply please send a covering letter quoting job reference 02/2014 detailing how you meet the candidate profile and a full CV to [recruitment@cabi.org](mailto:recruitment@cabi.org). Please state where you saw this advertisement.

**Closing date for applications is 24 January 2014.**