

Candidate Brief

Senior IT Business Analyst
Wallingford, UK
CABI

October 2016

CABI BACKGROUND

CABI (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 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, 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 48 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.

CABI's Knowledge Business

We produce key scientific publications for the global research community, 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. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users 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.

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 is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. www.plantwise.org

THE ROLE

Job title:	Senior IT Business Analyst
Salary range:	circa £45k depending on skills/experience
Grade:	HAY Band 6
Reporting to:	Head of Business Solutions
Direct reports:	None
Key peer group:	Business Architects, Technical Leads, Project Managers
Location:	Wallingford, UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link http://www.ukba.homeoffice.gov.uk/)

Purpose of the role

The Senior IT Business Analyst is a critical role in developing innovative information solutions. The analyst will lead the specification of business requirements for products and services that we develop or procure and will support implementation projects throughout their life cycle. The analyst will need to provide expertise across a range of technically diverse projects such as traditional web/database applications, mobile applications, laboratory workflows and data collection, and developments aimed at disseminating information using linked open data.

The Senior Business Analyst will also lead in the development of Business Analysis as a discipline within our Architecture and Solutions team.

Candidate profile

This role would suit a creative and passionate person who is excited by how technology can work for CABI. You will have a background of business analysis in a range of technical areas that include web based knowledge management and have an interest in scientific disciplines or international development. You will be an excellent communicator and problem solver. You will be able to elicit requirements from colleagues working in a wide range of business and scientific disciplines using techniques appropriate to any particular group (e.g. interviews, workshops). You will be able to describe complex systems in terms appropriate to various audiences. Experience in Information Architecture is desirable.

Key Accountabilities

- Help CABI grow its Knowledge Business through the application of high quality analysis work
- Work closely with subject matter experts and other members of staff to understand the business requirements for new systems (to be developed in-house or procured from a third party)
- Identify requirements via industry standard analysis techniques such as data flow modelling and workflow analysis
- Lead the development of Business Analysis as a community of practice within CABI
- Solicit requirements through interviews, workshops, and/or existing systems documentation or procedures
- Document requirements and analyses in both written and diagrammatic forms
- Lead the requirements and analysis activities within a procurement process
- Assist in developing technical specifications and solutions
- Help create and maintain good Information Architecture across various products including customer facing systems and internal systems such as SharePoint
- Identify and document system deficiencies and recommend solutions
- Support system implementation

Previous experience

Essential:

- A background involving analysing technical solutions across a range of technologies, particularly in data/knowledge management and web based systems
- Demonstrable experience as a business analyst within an IT environment. Ideally 5 years or more

Highly desirable:

- Experience of working in an Agile environment
- Experience of working on Prince2 projects
- Experience in Information Architecture

Skills

- Excellent at technical analysis
- Strong verbal and written communication skills. Must be able to communicate effectively and confidently with users, team members and management
- Excellent ability to produce clear and easily digestible diagrams to illustrate complex systems
- Strong technical writing skills
- Strong facilitation skills and able to elicit requirements from various personality types across organizational and geographical boundaries, using recognised methodologies
- Proven experience at driving consensus across multiple stakeholders
- Process driven analysis skills
- Good understanding of web and database technologies

Personal characteristics

- Excellent oral and written communication skills
- Excellent judgement and decision making skills
- Creative & innovative
- Self-motivated and dedicated
- Ability to work to tight deadlines under pressure
- Must be flexible and willing to undertake a wide variety of challenging tasks

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.

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey)

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 49/2016 to recruitment@cabi.org Please state where you saw this advertisement.