

# Candidate Brief

**Business Analyst**

**CABI Wallingford, UK**

April 2017

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

### CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

### International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

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|------------------------|---|
| <b>Job title:</b>      | Business Analyst  |
| <b>Salary range:</b>   | £38K - £40K   |
| <b>Grade:</b>          | HAY Band 5  |
| <b>Reporting to:</b>   | Head of Business Solutions  |
| <b>Direct reports:</b> | None  |
| <b>Key peer group:</b> | Project Manager, Business Architect, Content Editor   |
| <b>Location:</b>       | 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 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 <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> ) |

### Purpose of the role:

The Business Analyst role is critical to 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 but with a focus on corporate systems: Customer Relationship Management (CRM), business analytics, etc.

### 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
- Solicit requirements through interviews, workshops, and/or existing systems documentation or procedures
- Document requirements and analyses in both written and diagrammatic forms
- Lead requirements-gathering 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 corporate systems
- Support system implementation

## CANDIDATE PROFILE

### Knowledge & 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 CRM and Analytics technologies

### Experience

#### Essential:

- A background involving business processes analysis, business requirements analysis and specifying technical solutions, across a range of business domains and technologies, particularly in CRM and other corporate systems
- Demonstrable experience as a business analyst within an IT environment. Ideally five years or more.

#### Highly desirable:

- Demonstrable experience in the procurement process for corporate IT systems, including the preparation of Request for Proposal (RFP) or tender documents
- Experience of working in an Agile environment
- Experience of working on Prince2 projects
- ISEB (BCS) Diploma in Business Analysis

### 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](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.

## SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at [n.macintosh@cabi.org](mailto:n.macintosh@cabi.org)

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 14-2017 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.

Please note the closing date for receipt of applications is 5pm, BST, Wednesday 26 April 2017

Interviews will be held on either Wednesday 3 May or Thursday 4 May 2017