**JOB DESCRIPTION**

| **Title** | BUSINESS ANALYST |
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| **Reports To**  |  |

 **Job Purpose**

The **Business Analyst** is responsible for analyzing business processes, identifying areas for improvement, and providing recommendations for enhancing efficiency and effectiveness. They collaborate with cross-functional teams to gather and analyze data, document requirements, and facilitate the implementation of solutions that align with organizational goals.

This role is critical in streamlining [Organization Name]’s operations, enhancing efficiency, and aligning business goals, resulting in improved decision-making, cost savings, and increased overall effectiveness of the organization.

 **Duties & Responsibilities**

Responsibilities include, but are not limited to:

* Analyzing existing business processes and systems to identify opportunities for improvement.
* Gathering and documenting business requirements from stakeholders.
* Conducting gap analysis to identify discrepancies between current and desired states.
* Developing and documenting process maps, workflows, and use cases
* Keeping current on industry trends, regulations, and market variations
* Collecting and analyzing data from various sources to identify trends and patterns
* Preparing reports and visualizations to communicate findings to stakeholders
* Providing insights and recommendations based on data analysis
* Collaborating with cross-functional teams to develop solutions that address business needs
* Facilitating the implementation of recommended solutions and monitoring their effectiveness
* Ensuring all business information is collected, retained, and disposed of in accordance with applicable privacy laws.
* Ensuring accurate reporting to the applicable industry regulatory bodies.
* Complying with requests for information (as per procedure) regarding the business.
* Assisting in the design and testing of new systems and applications
* Participating in project planning and execution
* Monitoring project progress and ensuring timely completion of deliverables
* Coordinating with stakeholders to ensure alignment and successful project outcomes
* Building relationships with stakeholders to understand their needs and requirements
* Collaborating with stakeholders to gather feedback and ensure their needs are addressed
* Communicating project updates, findings, and recommendations effectively to stakeholders.
* Performing other duties as assigned

 **Core Competencies**

* Excellent analytical and creative problem-solving skills.
* Strong written and verbal communication skills.
* Ability to work effectively in cross-functional teams.
* Facility with working with numbers.
* Detail-oriented with excellent organizational skills.
* Strong organizational and planning skills.
* Ability to analyze and synthesize information for timely decision-making.
* Demonstrates integrity, transparency, and a strong belief in building trust.
* Calm and composed leadership in high-stress situations.

 **Qualifications**

* A master's degree in economics or a related discipline, such as business administration or statistics, is preferred/required.
* X years of experience in business analysis or a similar role is required.
* Strong understanding of business processes and systems.
* Excellent understanding of past and current industry trends and regulations.
* Excellent knowledge of industry best practices and emerging trends in business analysis.
* Proficiency in using business analysis tools and software

 **Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite
* This position is in an office setting.
* Some travel may be required.