

Job Description

TITLE: Business Analyst
GRADE: Management Spine Scale 4

REPORTS TO: Deputy Director Strategic Projects and Business Improvement
HOURS: Contracted for 35 hours per week.

Purpose of the Role

- To lead the implementation of lean thinking and business analysis across the college.
- To deliver measurable improvements in process quality, streamlined activity and increased efficiency to the ultimate benefit of our students.
- To develop and champion a culture of continuous improvement.

Key Responsibilities:

Business Improvement & Change Delivery

- Champion the development of processes and systems using lean thinking, continuous improvement techniques and technology to improve efficiency and effectiveness.
- Work closely with senior managers to challenge existing practices and embed sustainable change that delivers measurable benefits for students and staff.
- Lead business improvement initiatives through process analysis, project scoping, process mapping, redesign, implementation and evaluation.
- Use data and performance metrics to identify improvement opportunities, prioritise activity and measure the impact and return on investment of change initiatives.

Continuous Improvement Capability & Stakeholder Engagement

- Facilitate and support teams to deliver and embed business improvement projects across the organisation.
- Coach, train and empower stakeholders in lean thinking, business analysis, continuous improvement methodologies and new ways of working.

- Develop and implement tools, resources and frameworks that support a culture of continuous improvement and ongoing organisational development.

In common with other managers:

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day to day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
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In common with all other staff:

- To support and deliver the College's value and strategic intent.
- Demonstrated ability to implement HR policies and practices within business support functions, through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.
- Proven ability to plan and deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification**Education & Qualifications**

- Educated to degree level or equivalent in a relevant subject, such as Business, Operations Management or Data Analysis.
- Relevant professional qualifications in Lean Six Sigma, Project Management or Business Improvement.

Experience

- Proven success in delivering measurable business process improvements and efficiency savings.
- Experience of leading, facilitating and implementing change and continuous improvement initiatives.
- Experience of data analysis and using evidence to drive decision-making.
- Application of Lean Six Sigma and continuous improvement methodologies.
- Experience of developing a culture of continuous improvement within an organisation.
- Experience within the education, further education or wider service sector.

Knowledge, Skills & Behaviours

- Excellent communication, facilitation and stakeholder engagement skills.
- Strong relationship-building skills with the ability to influence and collaborate at all levels.
- Strong project management, organisational and prioritisation skills.
- Analytical, problem-solving and research skills with excellent attention to detail.
- Numerate and confident in analysing performance and financial data.
- Proficient in Microsoft Office and digital technologies.
- Commercially aware, results-driven and committed to continuous improvement.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the
- College's values and expectations.