

Kickstart Role Outline

Role Title:	Trainee Business Analyst
Location:	Home based with occasional visits to the office
Days & Hours	TBC with the applicant at interview - 25 Hours
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>To support and administer the analysis of operational challenges, conducting of root cause analysis, and proposed solutions. Develop and maintain knowledge and understanding of the organisation, its processes, and systems. You will play a key role in supporting business analysts assessing complex situations and problems, conduct gap and impact analysis, and deliver recommendations for new processes and solutions.</p> <ul style="list-style-type: none"> • Under the supervision of a business analyst or project manager, support the conducting of pre-project analysis, including the assessment of new technologies, shaping of new work initiatives, development of business cases, and project initiation documents. • Assist and facilitate the prompting, assessing, prioritising and production of user requirements and process improvements, including ‘as is’ and ‘to be’ process maps. Contribute to the provision of functional specifications and any other design documentation needed to ensure the successful specification of development requirements and verify that design meets requirements. • Aid the production of logical system designs and prototyping to enable subsequent production of physical design by developers. • Administer system and user testing. Help in the creation of test strategies, scenarios, scripts, and data and support the performing and co-ordination of testing activities as required. • Develop own skills and knowledge and share best practice. Maintain and develop own environmental knowledge (applications/business processes/role/industry) for identification of business change improvements. • Contribute to the ongoing development and organisation of the team. As required, work collaboratively with other members of the team to deliver assigned work, resolve issues, and improve processes. • Be responsible, in consultation with business analysts and project managers, for overseeing and co-ordinating own work. • Support the smooth transition of projects and initiatives to BAU through training, guidance, and post-delivery support.

	<ul style="list-style-type: none"> • Provide full lifetime support and continuity of new projects and initiatives including “as is” mapping, “to be” process and system design, implementation and business readiness through training, guidance, and post-delivery support.
<p>What’s In It for You the candidate:</p>	<p>You will gain an awareness and understanding of the following to help with your employment journey:</p> <ul style="list-style-type: none"> • Business analysis tools and techniques • Project management methodologies • Stakeholder management experience, including how to respond to different stakeholder groups • Quality standards • Administrative skills • Collecting and sharing information • Decision-making and time management skills • Using IT equipment and software <p>During the placement you will be fully supported in the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 Pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Access to Open Award Level 1 qualification – specific to your placement role • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing for interviews
<p>Skills or Qualifications required</p>	<p>Key skills required:</p> <ul style="list-style-type: none"> • Good communication skills to engage with both internal and external partners. • Ability to work in a team but is equally self-motivated and can work independently. • Be well organised with the ability to prioritise work, have effective time management skills. • The ability to work to defined timescales and deadline. • Good analytical skills and able to demonstrate structured and logical thinking. • Able to develop understanding of complex problems. • Technical aptitude and ability to learn proactively.

Pay	National Living Wage
How to Apply	To be eligible you must be between 16 – 24 years old and claiming Universal Credit. To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.
Closing Date	