GRADUATE SYSTEMS ANALYST

VALUING PEOPLE

ABOUT THE ROLE

The Graduate Systems Analyst will follow a 2 year scheme to develop their analytical skills. They will develop the necessary skills to work with the users of Redrow's IT systems, the system/digital developers and DBAs, in order to specify requirements, design, test and implement new and updated business applications. The role also requires project management skills in order to ensure that systems are built and delivered using approved company IT procedures.

Responsible for: NA

Responsible to: Systems Manager

KEY RESPONSIBILITIES

1. **Analyse System Requirements**

   - Review business processes and discuss requirements with the project team, prospective users, senior management, IT development and IT support.

   - Gain consensus on appropriate solutions and document requirements according to policies and procedures.

2. **Design New and Amended Systems**

   - Provide wireframes and system designs to suit the requirements, ensuring they are practicable.   Gain approval for the designs and document them in accordance with policies and procedures.

   - Use SQL to query existing database structures and propose new ones.

   - Where appropriate, research and evaluate third party applications.

3. **Support Development and Testing**

- Co-ordinate project meetings and demonstrations (taking part and leading as required). Ensure that systems are developed (or supplied from a 3rd party) to match the agreed requirements and design. Configure, and define interfaces to, 3rd party systems.

- Document test plans ensuring they are up to date and in use. Carry out internal IT system testing, employing automated testing tools and formal methodologies including SQL interrogation of the database where appropriate. Ensure appropriate user acceptance testing is carried out.

4. System Implementation

- Liaise with the project team and user departments to produce an implementation plan.

- Liaise with the Learning and Development department to arrange training sessions when required. Ensure an online help system, User Guide or other release note is provided.

- Manage the system's implementation, carrying out and documenting detailed technical integration where required.

5. Identify New Project Areas

- Recommend system improvements and identify business areas where IT systems could be used more effectively.

- Maintain an understanding of the latest developments in systems architecture and analysis/design techniques.

THE PERSON

What kind of person are we looking for?

- A communicator who can listen, ask pertinent questions and document their findings

- An investigator who has a strong need to understand the detail

- A problem solver with a pragmatic approach

- An achiever who can work under pressure and deliver against tight timescales

- An all-rounder who can work individually or within a team

- A sharer who is confident in presenting to key stakeholders

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.

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