



PROJECT SYSTEMS ANALYST



ABOUT THE ROLE

The Project Systems Analyst works alongside other stake holders (Users, Software Developers, Testers and DBAs) as part of a Project Team to deliver new and updated Redrow IT Systems. Working under the supervision of a Systems Team Leader they will gather and document business requirements, produce wireframes, write technical user stories, assist with the design, testing and implementation of new and updated business applications. They will also carry out project management tasks in order to ensure that systems are built and delivered using approved company IT procedures.

Reports to: Systems Analyst Team Leader

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.
- Produce wireframes to gain consensus on appropriate solutions and document proposed solutions according to policies and procedures.

2. DESIGN NEW AND AMENDED SYSTEMS

- Provide detailed system designs to suit the requirements, ensuring they are practicable. Gain approval for the designs and document them in accordance with policies and procedures using appropriate tools. Use SQL to query and understand existing database structures and propose new ones.
- Where appropriate, research and evaluate 3rd party applications.

3. SYSTEM DEVELOPMENT AND TESTING

- Break the agreed requirements and designs into technical user stories for developers to work from. Ensure the systems developed (or supplied from a 3rd party) match the agreed requirements and design reviewing them frequently with the Project Team. Where required configure, and define interfaces to 3rd party systems.
- Co-ordinate development sprint planning meetings as well as sprint and project review meetings.
- 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. Ensure appropriate user acceptance testing is carried out and acted upon.

4. SYSTEM IMPLEMENTATION

- Liaise with the project team, IT Support, DBAs and user departments in providing an implementation plan.
- Liaise with the Learning and Development team 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 and efficiently.
- Maintain an understanding of the latest developments in systems architecture and analysis/design techniques.

THE PERSON

What kind of person are we looking for?

- An exceptional communicator who can engage with colleagues from all areas of the business
- An investigator who has a strong need to understand the detail
- A problem solver with a flexible and pragmatic approach to dealing with issues and challenges
- An achiever who can work under pressure and deliver against tight timescales
- Process driven to deliver our projects in a standard way but able to challenge when necessary
- An organiser who can manage their projects and their own time effectively

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.