

## Lead Business Analyst – Job Profile

### Role Purpose:

Lead the development of the business analysis team as well as working collaboratively across the organisation to be instrumental in embedding business analysis within Lifeplus. You'll be a natural leader and exceptional people person to confidently articulate strategic direction and advise on complex changes within a fast pace environment across a broad range of projects. You will also have a hands on approach by being directly involved in working on projects performing business analysis.

### Key Responsibilities:

- Undertake business analysis for assigned projects using a wide range of BA tools and techniques.
- Operating at strategic level; able to create and execute a strategy to implement a BA service (standards, templates and methods) across the business.
- Line management of the Business Analysis team
- Mentor and coach the Business Analysis team on different levels, as appropriate for senior and junior Business Analysts.
- Bring outside in; actively seek and advise on industry best practices and look to see how these can be utilized, if appropriate for Lifeplus.
- Building strong working relationships with key stakeholders and sponsors across the whole business.
- To be considered a leader in Agile methodologies and Lean thinking with the capacity to coach and grow the team.
- To have a toolkit of proven techniques and practices that cover a range of function levels that can be implemented for a variety of uses and levels. For example across departments and projects.
- Lead continuous improvement to always be looking at how Lifeplus can grow for the better to achieve our mission statement.
- Lead requirements workshops to identify business needs and analyse core business processes with stakeholders of senior and executive levels.
- Refine a problem and come up with one or more solutions which fit in with the overall systems.
- Ability to see the bigger picture whilst translating business needs into requirements that are implementable by a range of functions e.g. IT, Facilities.
- Active and positive contribution to both the PMO team, project team(s) and Lifeplus as a whole.

### Key Competencies:

- Excellent stakeholder management skills; high level of emotional intelligence - ability to read stakeholders and adjust communication style accordingly
- Strong analytical skills
- A positive approach; always looking for solutions from the outset
- Critical thinking and ability to solve complex problems
- A proven ability to assess the wider impact of change, based on initial requirements
- Highly organised and able to prioritise workloads and meet deadlines
- Excellent verbal and written communication and presentation skills
- Professional at all times, using a proactive and collaborative approach



- An open flexible working style is key, with the ability to build trust and credibility quickly
- Adaptable with the ability to work in a “start-up” environment; ability to cope with the unknown and unexpected, as well as the routine, and able to work with incomplete and conflicting information
- Excellent MS Project, Excel, Word, PowerPoint and Visio skills
- Comfortable with ambiguity

### **Education and Experience**

- A minimum of 8 years of Business Analyst experience including a minimum of 3 years’ experience as a Lead Business Analyst
- Completed BSC International Diploma of Business Analysis, or equivalent
- Experience of operating or contributing significantly at a strategic level
- Experience of leading a team of Business Analysts
- Experience with large IT systems, data migration and / or integrations between software applications
- General understanding of applications and technologies including databases infrastructure, networks and telephony
- Experience of having to adapt your way of project delivery to meet an organisations culture

### **What we offer you:**

- Rewarding salary packages Contributory pension scheme of up to 5%
- Opportunity to buy & sell holiday
- Gym membership discounts
- Contributory hospital and health cash plan
- Discounts at leading brands and retailers
- Life assurance
- Relocation support package for anyone located 50 miles or more from Lifeplus House.
- Cycle2Work scheme
- Social events organised by our social committee
- Eye care vouchers
- Free Lifeplus nutritional and personal care products at work

### **Hours and Days:**

Working hours Monday to Friday 37.5 hours per week

You will need to be able to travel between sites in St Neots and Bedford as well as travel to our US headquarters in Arkansas when needed.

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- *Please note: The successful applicant will be required to undertake a criminal record check.*
- *Please advise us in advance if you have any special requirements if you are asked to attend an interview.*





We are Lifeplus Europe Limited (“Lifeplus”), Lifeplus House, Little End Road, St Neots, PE19 8JH, England, T: +44 1480 224623, E: [jobs@lifeplus.com](mailto:jobs@lifeplus.com). On submission of your application your CV and contact details will be collected, and retained by Lifeplus. We will process your personal information for recruitment purposes only. Your personal information will be stored in our applicant tracking system (located in the UK), and will only be shared with other members of the Lifeplus group of companies (including those located outside of the EEA) where necessary.

Your personal information is retained for a 6 month period; when this period is over we will either delete your data or inform you that we would like to keep it on our database for future roles or suitable opportunities. Our lawful basis for retaining this information is legitimate interest. For more details on how Lifeplus treats your personal information please see the Privacy Notice <https://www.careersatlp.com/privacy-cookies/> or contact us at [privacy@lifeplus.com](mailto:privacy@lifeplus.com).

