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| **ROLE PROFILE: Junior Business Analyst - Humanitarian Systems** | |  |
| Position Title: | Junior Business Analyst - Humanitarian Systems |
| Position ID: | NEW0000491 |

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| **Team** | Business Architecture and Business Analysis | **Grade** | P2 |
| **Reports To (Title)** | Director of Business Architecture & Business Analysis | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Over the past 8+ years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established. This includes our High Performing Organisation (HPO) set of initiatives, many of which are now completing delivery and transitioning to BAU as well as the next phase of Transformation focused on Digital Programming, Data and Analytics and Supporter Engagement. Significant work has happened to ensure our digital solutions are fit for purpose across all our programming including both Development and Humanitarian programmes. However, we have identified a number of opportunities for improvement to ensure that from a Humanitarian perspective, critical requirements can be met in terms of response setup in the short term. This project aims at making improvements to systems to better align with Humanitarian requirements whilst maintaining strong alignment with the needs of development programmes.  **Role purpose**  Within the Transformation Delivery Department, we have a team of Business Analysts that are assigned to projects based on need. Projects will have an IT component but the specific function being supported will vary by project.  Our Business Analysts are responsible for analysing the relevant business area or function and documenting business requirements, business processes, view of existing systems, data, integration requirements etc. Business Analysts will support the development of the current and future state and bridge the gap between projects and the relevant functions and IT (where relevant). Business Analysts will also be expected to contribute to our BA Methodology and support continuous improvement to our BA processes and tools. To be effective in this role you will need experience working as a BA on a complex Transformation Project or Programme. |

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| **Principal Accountabilities** |
| * Discover and document business requirements by engaging with different teams across the organisation to understand their needs and constraints * Ratify and express clear business goals, ensuring that they are aligned with the organisation’s strategic priorities * Collaborate with the Solutions Architecture team to guarantee compliance with organisational standards and practices * Partner with test engineers to design and develop comprehensive test cases that ensure the functionality meets the documented requirements * Work with Business Functions to document as-is and to be process maps, utilising tools as defined by the Business Analysis and Architecture methodology * Monitor and report on the progress of the project to stakeholders to ensure transparency and accountability * Encourage and promote a culture of inclusivity and diversity in all activities, ensuring equitable treatment for all stakeholders |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * SCI Global Functions (relevant) * Country Office Functional Teams (relevant)   **External**   * Third Party Vendors |

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| **Competencies** |
| Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative  Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team  Cluster: Leading  Competency: Developing self and others  Level: Accomplished  Behavioural Indicator: Identifies clear development needs and development plans through regular constructive reviews of their own performance (and their team’s where appropriate)  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Takes decisions when needed and is prepared to account for them  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Generates learning for the organisation and evidence of the impact and quality of our work |

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| **Experience and Skills** |
| **Essential**   1. Foundational experience in discovering and documenting business requirements supported by exceptional verbal and written communication skills to articulate complex concepts clearly 2. Proficient experience in modelling business processes and translating them into system requirements 3. Experience in analysing data, drawing actionable insights, and problem-solving using various analytical techniques. 4. Experience with business analysis tools and methodologies, such as UML, BPMN, and software development lifecycle (SDLC) frameworks 5. Ability to build and maintain strong relationships with team members, stakeholders, and partners. 6. Experienced in collaborating effectively with cross-functional teams including solutions architecture and test engineering 7. Considerable experience in engaging with diverse stakeholders to understand their needs and constraints. Adept at facilitating workshops and discussions to gather requirements and foster consensus 8. Ability to partner with test engineers to design test cases that verify functionality against documented requirements   **Desirable**   * Familiarity with project management tools (e.g., JIRA, Trello) and office suites (Excel, Word, PowerPoint) * Proficient in conflict resolution techniques to address and mediate stakeholder disagreements and ensure project continuity |

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| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)   **Desirable**  • Non-profit sector knowledge/experience (especially international development projects)  • Second language – French, Spanish or Arabic |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Sukhdev Kandhola | Suzanne Vincent | Michael Koutstaal |