

 <b>M O S S B O U R N E</b> <b>F E D E R A T I O N</b>	<b>JOB DESCRIPTION</b>
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<b>POSITION</b>	Business Analyst
<b>SALARY</b>	£55,000 - 65,000 per annum
<b>HOURS</b>	37.5 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Contract from 30/04/2024 - 30/10/2024
<b>RESPONSIBLE TO</b>	Chief Financial and Operating Officer
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	Hackney Or Thurrock with Occasional Travel Between Sites
<b>KEY RELATIONSHIPS</b>	Head of IT, CHRO and CFO

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Job Purpose

Analysis of current central services landscape in preparation for transformation project.

### Main Duties & Responsibilities

- Map out and report on the systems landscape.
- Map data points and create Power BI dashboards for central services.
- Time and Motion study for the central services function.
- Drive awareness of requirements across the Federation units and identify substandard systems/processes through evaluation of real-time data.
- Gather, review and analyse business and industry data, including KPIs, financial reports and other key metrics using data analytics tools.
- Assess options for process improvement, including business process modelling.
- Maintain documentation regarding various projects, processes and operations.
- Collaborate with project managers and cross-functional teams.
- Explore different solutions, their risks, benefits and impacts.

The role holder will handle straightforward matters autonomously and exercise sound judgement on when to escalate or seek expert advice on a particular matter.

### Other:

- Regular updates to the CFO
- Collaborate with Leadership and other team members to understand and define business requirements and set KPIs
- Work alongside Central Services colleagues and Academy leaders to promote a positive work environment and support the achievement of educational goals
- Ensure business requirements are aligned with product goals
- Stay abreast of industry trends, emerging technologies, and best practices in business analysis, and proactively identify opportunities for continuous improvement.

<b>Person Specification</b>				
<b>E Essential Or D Desirable</b>	<b>Requirements</b>	<b>Assessment Criteria</b>		
		Interview	Application Form	Task / Lesson
<b>Experience</b>				
<b>E</b>	Excellent communication and leadership skills	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Resourcefulness and creative problem-solving skills	<b>X</b>	<b>X</b>	
<b>E</b>	Experience testing and mapping various business processes and protocols	<b>X</b>	<b>X</b>	
<b>E</b>	Familiarity with industry technology systems to gather data	<b>X</b>	<b>X</b>	
<b>E</b>	Excellent communication and leadership skills	<b>X</b>	<b>X</b>	<b>X</b>
<b>Qualifications</b>				
<b>E</b>	Bachelor's degree (or equivalent) in information technology or computer science	<b>X</b>	<b>X</b>	
<b>IT knowledge</b>				
<b>E</b>	Strong working knowledge of relevant Microsoft applications, including Visio	<b>X</b>	<b>X</b>	
<b>Behavioural Competencies</b>				
<b>E</b>	Excellent communication skills	<b>X</b>	<b>X</b>	
<b>E</b>	Strategic approach, ability to see the 'big picture'	<b>X</b>	<b>X</b>	
<b>E</b>	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	<b>X</b>	<b>X</b>	
<b>E</b>	The upmost integrity and high levels of motivation & commitment.	<b>X</b>	<b>X</b>	
<b>E</b>	Proactive approach & efficient time management & prioritisation skills	<b>X</b>	<b>X</b>	
<b>E</b>	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	<b>X</b>	<b>X</b>	
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required to fulfil the requirements of the role	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the succession of Mossbourne	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Play an active role in terms of Safeguarding all students and adults	<b>X</b>	<b>X</b>	<b>X</b>

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**