## Job Description: Business Analyst

<table>
<thead>
<tr>
<th>Organisation:</th>
<th>{Add company name}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>{Add geographical location}</td>
</tr>
<tr>
<td>Reports to:</td>
<td>{Add/edit as required} Enterprise Architect</td>
</tr>
<tr>
<td>Supervises:</td>
<td>{Add local information}</td>
</tr>
<tr>
<td>Working conditions:</td>
<td>{Add/edit as required} Normal office hours and conditions with the possibility of working after office hours and on weekends as and when required</td>
</tr>
<tr>
<td>Last updated:</td>
<td>{Add local information}</td>
</tr>
</tbody>
</table>

### Job Summary

The Business Analyst helps an organisation improve business performance through a set of integrated and systematic activities designed to analyse opportunities for improvement and identify possible options that may be adopted. They structure and define solutions to business problems using a wide range of methods and tools. Business Analysts may work on a specific project through some or all of the project lifecycle, or they may work on several assignments in their area of specialism (e.g. a particular business area or a particular skill such as process analysis or data analysis). [201]

{This sub-discipline is concerned with the competencies required to assist an organisation in improving its business performance through a set of integrated and systematic activities designed to analyse opportunities for improvement and identify possible options that may be adopted}

### Main Duties

- Analyses business problems thoroughly using structured methods, identifying opportunities for change and improvement and their potential implications. [2014.01]
  - Assist in preparing for a business analysis assignment [2014.01]

- Gathers and documents information from a range of sources, highlighting issues such as insufficient or ambiguous information. [2014.02]

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1. [https://www.mita.gov.mt/Standardsitalent/html/index1d9a.html?disciplineid=5c627c9b-ffcc-4add-ba80-8c1c1b70e94](https://www.mita.gov.mt/Standardsitalent/html/index1d9a.html?disciplineid=5c627c9b-ffcc-4add-ba80-8c1c1b70e94)

2. [https://www.mita.gov.mt/Standardsitalent/html/index1d9a.html?disciplineid=5c627c9b-ffcc-4add-ba80-8c1c1b70e94](https://www.mita.gov.mt/Standardsitalent/html/index1d9a.html?disciplineid=5c627c9b-ffcc-4add-ba80-8c1c1b70e94)
- Gather, document and help verify information relating to business analysis activities [2014.02]
• Seeks/obtains specialist advice on aspects of the design and area architecture alignment from Business Architects. [2014.02]
  - Gather, document and help verify information relating to business analysis activities [2014.02]
• Communicates and negotiates with all relevant stakeholders (both business and IT) to ensure a balance of usability and fit with architecture. [2014.04]
  - Communicate information relating to business analysis activities [2014.04]
• Works with process owners to understand and improve business processes, ensuring that opportunities for simplification and removal of waste are fully exploited, drawing on the support of process and change specialists where needed. [2024, 2084]
  - Gather, document and verify information relating to business process design and improvement assignments [2024.01]
  - Assist in interpreting information resulting from business process design and improvement assignments [2024.02]
  - Carry out business process design and improvement assignments [2024.03]
  - Assist in communicating business process design and improvement information [2024.04]
  - Model business processes and functions [2084.01]
  - Analyse business models to identify problems and opportunities for business process improvements [2084.02]
  - Document the outcomes of modelling the 'as is' state [2084.03]
  - Communicate the business model to stakeholders [2084.04]
• Formally captures requirements and cost justifies these by tracing them to business objectives and business benefits. Manages requirements through the project life cycle. [2074]
  - Perform requirements gathering tasks and activities [2074.01]
  - Analyse and validate requirements during requirements engineering activities [2074.02]

3 https://www.mita.gov.mt/StandardsItalent/html/index1d9a.html?disciplineId=5c627c9b-ffcc6-4add-ba80-8c41c1b70e94
- Document, organise and present requirements information from requirements engineering activities [2074.03]

- Plays a key role in identifying the most appropriate solution to a business problem, working with the wider design and development teams. [4044 5014]
  - Prepare, under supervision, for a systems analysis assignment [4044.01]
  - Carry out, as required, systems analysis activities [4044.02]
  - Monitor the effectiveness of systems analysis activities and their deliverables [4044.03]
  - Perform systems development activities [5014.01]
  - Contribute to the management of systems development [5014.02]

- Working with the project team, produces key design deliverables as specified. [4074.02]
  Assist with the design of system/solution/service design [4074.02]

- Evaluates fit of potential architecture solutions and agrees functional acceptance criteria. [5034.01]
  - Carry out IT/Technology solution testing [5034.01]

- Working with the project team, may plan and/or execute system testing tasks, and may audit implemented solutions to ensure that planned benefits are realised. [5034.02]
  - Contribute to the communication of the results of IT/Technology solution testing [5034.02]

- Shares knowledge of best practice in data modelling with others and develops Business and Process Analysts’ skills through coaching and advising. [0024]
  - Organisational awareness [0024.01]
  - IT awareness and impact [0024.04]
  - IT legal matters, ethics and professionalism [0024.06]

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7 https://www.mita.gov.mt/Standardsitalent/html/index048.html?disciplineId=03ce3d34-b33f-4e14-af51-dab2db8ea9e3
8 https://www.mita.gov.mt/Standardsitalent/html/index089f.html?disciplineId=f0f0f09-c9c4-469e-b94a-042286f6ac37
10 https://www.mita.gov.mt/Standardsitalent/html/index002b.html?disciplineId=a9fd362e-28b5-4570-ad45-1c4106bb8c3a
11 https://www.mita.gov.mt/Standardsitalent/html/index002b.html?disciplineId=a9fd362e-28b5-4570-ad45-1c4106bb8c3a
Standards for iTalent - Job Description: Business Analyst

Education, qualifications and experience required

Essential
Some experience of successfully completing analytical assignments

Desirable
Tertiary level of education in ICT or Business Management

Skills, Knowledge and Competencies required¹³

<table>
<thead>
<tr>
<th>IT Professional Competencies</th>
<th>Level</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business analysis</td>
<td>Professional</td>
<td>2014</td>
</tr>
<tr>
<td>Business process design and improvement</td>
<td>Professional</td>
<td>2024</td>
</tr>
<tr>
<td>Consultancy</td>
<td>Professional</td>
<td>2064</td>
</tr>
<tr>
<td>Requirements engineering</td>
<td>Professional</td>
<td>2074</td>
</tr>
<tr>
<td>Modelling business and data</td>
<td>Professional</td>
<td>2084</td>
</tr>
<tr>
<td>Architecture, analysis and design</td>
<td>Associate Professional</td>
<td>4013 - 4083</td>
</tr>
<tr>
<td>Data analysis</td>
<td>Associate Professional</td>
<td>4023</td>
</tr>
<tr>
<td>Systems development</td>
<td>Professional</td>
<td>5014</td>
</tr>
<tr>
<td>IT/technology solution testing</td>
<td>Associate Professional</td>
<td>5033</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transferable Competencies</th>
<th>Level</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal competencies: Communications; Team working;</td>
<td>Professional</td>
<td>0014</td>
</tr>
<tr>
<td>Critical analysis and decision making; Creative thinking; Problem solving; Self development and English, Maths and IT user skills</td>
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<td></td>
</tr>
</tbody>
</table>

¹³ Referenced to Malta Standards for iTalent.
| Business competencies: Organisational awareness; IT awareness and impact; IT legal matters, ethics and professionalism | Professional | 0024 |
| Leadership competencies: IT strategy and governance; IT Quality management; Customer service management; IT Financial management; IT Human Resource management; IT Risk management and Entrepreneurship | Associate Professional | 0033 |