**Business Analyst**

**Salary: £40,000.00 - £45,000.00 depending on experience**

**Permanent Position- 35 hours per week**

**Location – Princes Risborough, Buckinghamshire, HP279LE**

*The award-winning Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 27,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. We will in the next few months be admitting the first cadre of Chartered Project Professionals to our register. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

APM are looking for an enthusiastic Business Analyst with solid business analysis experience of 3 – 5 years to support APM’s business projects including key products (membership and qualifications) as defined in the APM portfolio of projects and road map. This is an exciting opportunity to play a vital part in the delivery of APM’s portfolio of projects which are aligned to the business strategy and plan and will see you take on new challenges within a growing organisation.

You will be required to manage business and data analysis aspects of all APM projects ranging from simple internal business changes to complex, whole business encompassing projects, contributing to and following APM’S Project Life Cycle methodology and governance processes.

You will analyse and document business processes using techniques such as facilitating workshops to complete process mapping and definition and gathering business and functional requirements. You will use these skills to build business cases and support the full project delivery lifecycle. Knowledge of end to end business functions is essential for this role.

The Business Analyst will ideally be educated to degree level or hold an equivalent professional qualification such as MBCS or CITP. You will have experience of whole lifecycle business change process management from concept to implementation and review and will need to be an excellent relationship builder across varying levels within the organisation. In addition, having an understanding of the discipline of project and programme management and an awareness of what it takes to work and succeed in the charity and professional association sector is desirable.

**Additional skills and experienced**

* Delivery in a complex project environment with enterprise analysis experience
* Excellent communications skills both written (focused and clear) and presentation (including experience of facilitating workshops)
* Management reporting covering performance, delivery and project aspects of the role
* Experience with user story mapping techniques to focus on user value
* Exposure to CRM system and web front end solutions processing systems

*The Association for Project Management (APM) is a membership association, professional body and charity. It was first incorporated in 1972 and obtained its Royal Charter on 1 April 2017. The object of APM is ‘to advance the science, theory and practice of project and programme management for the public benefit’. Detail on APM and its Charter can be found at apm.org.uk*

**If you are interested in this opportunity and feel you have the necessary skills and expertise for the role, please send your CV to e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk) **closing date 3rd June 2019.**

***Main benefits at APM:***

* 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years’ service, then another day every other year, to a max of 30 days per year).
* Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind’.
* Pension scheme offered in line with auto enrolment. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
* There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12 months period, payable after probationary period.
* Life assurance at four times the salary.
* Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
* Free parking – this is not guaranteed.
* Employee Assistance Programme
* Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM’s overall financial performance