

Business Analyst (Hybrid/Remote)

Salary: £40,000 to £42,000 per annum depending on experience

12-month Fixed Term Contract, Full time - 35 hours per week

Location – Princes Risborough, Buckinghamshire, HP279LE

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo

The APM Technology team are looking for an experienced Business Analyst for a 12-month fixed term contract to provide BA support to APM business projects including key products (membership and qualifications) and supporting systems as defined in the APM portfolio of projects and road map.

The successful candidate will manage business and data analysis aspects of all APM projects ranging from simple internal business change to complex, whole business encompassing projects. They will work closely with business department users to facilitate, document and interpret business processes, business and functional requirements, translate these into application and operational requirements and communicate these to internal and external suppliers.

The role holder will provide mentoring and ensuring best practice development in gathering, analysis and delivery of APM business and technology requirements including standardisation through templates and consistent repetitive process. They will drive and support business users to follow good governance practice such as regular review of issues, risks and dependencies.

Qualifications

- Degree or equivalent professional qualification/status such as MBCS CITP

Experience and Skills

- At least 3 and preferably 5+ years' experience working as a Business Analyst
- Coaching business users to support production of Business requirements, business cases and process documents.
- Whole lifecycle business change process management from concept to implementation and review.
- Demonstrable evidence of analysing and documenting complex business change.
- Demonstrable experience developing processes and requirements for a package and systems integration implementations.
- A proven track record in implementing application software packages in a complex services organisation.
- 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

Knowledge

- Exposure to CRM system and web front end solutions processing systems.
- Knowledge of end to end business functions such as customer services, product development, finance, HR and IT)
- Advanced and proficient use of Microsoft Office tools (Word, Excel, Visio, PowerPoint) and basic use of MS Project

Why APM?

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

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 are 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 for eligible employees. The discretionary bonus will take account of individual performance as well as APM's overall financial performance
- One volunteering day per year
- Hybrid/flexible working options are available dependent on job role.