

**PERSON SPECIFICATION:**

**Business Analyst & Programme Management Office (PMO) Lead**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  |  | BCS Business Analysis certification or equivalentPRINCE2 foundation or equivalent qualification |
| **Experience**  | Project management experience Experience of working within a Portfolio or Programme Management function Experience of monitoring and reporting performance, using manual or electronic systems Experience of collating, formatting and disseminating information, ensuring suitability for various audiences Experience in the prioritisation and delegation of work including monitoring and progressing issues Experience of collaborating with internal and external stakeholders to successfully execute complex projects | Knowledge and experience of working in a regulatory environment e.g. social housing |
| **Knowledge, Skills & Abilities** | Evidence of Continual Professional DevelopmentUnderstanding of technology and business-related challenges to deliver continual improvement Developing business process maps, analysis, options appraisals and business cases for business critical processesProven analytical skills and competency in business analysis techniques, e.g. process mappingAble to effectively challenge, develop and implement new ways of working in accordance with changing business needs | . |
| **Core Competencies:** **Customer Focus**:**Communication:****Critical thinking:****Flexible and adaptable:****Lead and manage:****Teamwork:** | Seeks out customers' input to better understand their needs; develops ideas for how to meet those needs. Follows up to ensure intended actions are accomplished and results are achieved.Take steps to keep others informed about what they need to know. Approachable, personable, able to form positive relationships Challenge the way things are currently done and the way opportunities and problems are approachedAdopt a practical approach to achieve the required results Create, gain agreement for, and implement actions to achieve the business aims of Teign Housing Work effectively with others and ensure team objectives are met  |  |