**JOB DESCRIPTION**

**JOB TITLE: IT Systems Analyst**

**DEPARTMENT: IT**

**REPORTS TO: Head of IT for HR, Finance, Purchasing, Communications and Partnerships**

**LOCATION: CFA**

**DATE: 23rd August 2019**

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**Job purpose**

As an IT systems analyst, you will use design new IT solutions, modify, enhance or adapt existing systems and integrate new features or improvements, all with the aim of improving business efficiency and productivity. You will have experience in SharePoint Administration, Microsoft Forms, PowerApps and Flow or a keen interest in learning and developing in Microsoft products.

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**Key responsibilities**

You must have a high level of technical expertise and clear insights into current business practices. You will be required to manage relationships with internal customers and for this role manage the service for Purchasing, Communications, Legal and Finance.

You will:

* Examine existing IT systems and business processes
* Analyse systems requirements
* Mapping and documenting interfaces between legacy and new systems
* Understanding software development lifecycle
* Translating client requirements into highly specified project briefs
* Conducting requirements analysis and preparing specific proposals for modified or replacement systems
* Developing solutions and related products
* Implement, configure and test feasible solutions
* Working closely with colleagues and a variety of end users to ensure technical compatibility and user satisfaction
* Ensuring that budgets are adhered to and deadlines are met
* Drawing up, supervising and documenting testing schedules for complete systems
* Overseeing implementation of a new system including data migration
* Planning and working flexibly to deadlines;
* Supporting users on change control and system updates;
* Providing training and user manuals to users of a new system;
* Keeping up to date with technical and industry developments

Your role is to liaise between and report to internal and external clients and stakeholders throughout the development process. You will implement solutions and support the customer with rollout and adoption. You will be required to document all work and conduct knowledge transfer sessions with colleagues.

**General responsibilities**

* Compliance with Club policies
* Compliance with the Club’s health and safety procedures
* To undertake such other duties as may be reasonably expected
* To maintain professional conduct always

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**Key relationships**

* Business Applications Team: liaison with
* Purchasing Teams: liaison with
* Communications Teams: liaison with
* Finance Teams: liaison with
* Legal Teams: liaison with
* External software providers: liaison with

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**Organisation chart**

**Person Specification**

**Job Title: IT Systems Analyst Department/Location: IT/CFA**

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| **Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc |
| EssentialGood knowledge of Microsoft Suite and IntranetDesirableKnowledge of Accounting, Communications, Purchasing and Intranet Applications  |
| **Technical/work-based skills**: skills specific to the job e.g. language competence, typing skills, coaching skills etc |
| Essential Basic SharePoint administration and Microsoft Office Suite Desirable PowerApps and Flow  |
| **General skills and attributes**: more general characteristics e.g. flexibility, communication skills, team working etc |
| EssentialAbility to work under pressureAnalytical thought processProblem-solverFriendly, approachable personalityAbility to understand the impact of issues according to business needsTakes responsibility for resolutions of issuesSelf-motivated |
| **Experience:** proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive. |
| Essential Experience using and maintaining at least one or more of the following applications* Financial
* Purchasing
* Travel
* Communications
* Legal

Experience as a Super UserDesirableExperience using Business Applications in general  |
| **Qualifications**: the level of educational, professional and/or occupational training required |
| Essential GCSE Maths and English Grade A\* - CDesirableBachelor’s degree |