Appointment of
Trainee Business Analyst

Contents

Summary

Job title	Trainee Business Analyst
Division	University Administration Services
Department	IT Services
Location	IT Services, Dartington House, University Offices, Wellington Square, Oxford, OX1 2JD
Grade and salary	Grade 6 – £32,332 – £38,205
Hours	Full time (37.5 hrs/week)
Contract type	Fixed term (30 Months)
Reporting to	Lead Business Analyst
Vacancy reference	174150
Additional information	Shortlisted candidates will be invited to attend an Assessment Centre, held in person at the University of Oxford on 20 August, 2024

Apprenticeships at the University of Oxford

Join the prestigious University of Oxford as a Trainee Business Analyst within our dynamic IT Services Programmes and Project Delivery Team.

Begin your apprenticeship journey at one of the world's oldest and most renowned universities, where our mission is to advance learning through exceptional teaching, groundbreaking research, and widespread dissemination of knowledge. Technology plays a pivotal role in achieving this mission, and we are looking for passionate individuals to help drive our digital transformation.

This unique opportunity includes completing a Level 7 (master's level) apprenticeship, providing a blend of practical experience and academic training. You'll gain hands-on experience by working alongside seasoned professionals, setting you up with real-world skills and insights. Throughout your apprenticeship, you will achieve key objectives tailored to your development while simultaneously studying for formal qualifications in your field.

Discover more about this enriching journey by exploring the experiences of our current apprentices: **Meet Our Apprentices**.

Step into a future of limitless possibilities with the University of Oxford. Apply now and become a part of our legacy of excellence!

The role

Embark on an exciting career in technology at one of the world's most prestigious universities. Our Trainee Business Analyst (Trainee BA) role offers an opportunity to gain specialist and strategic knowledge with a strong focus on business analysis.

If you are a natural problem-solver with strong interpersonal skills, a career in business analysis could be your perfect fit.

Business Analysis is crucial for enabling change within the University. As a Trainee Business Analyst, you will define needs and recommend solutions that deliver value to stakeholders. You will act as a bridge between the business (end users of a system) and those who support and develop the systems.

Role Highlights:

- **Collaborative Projects:** Work across diverse teams using both waterfall and agile project methodologies.

- **Strategic Impact:** Enable change and deliver value by analysing business problems and recommending solutions.

- **Skill Development:** Gain expertise in research, analysis, and user-centred design to support effective decision-making.

- **Stakeholder Engagement:** Ensure new products and services meet business and user needs, aligning with organisational goals.

- **Holistic Understanding:** Assess business and policy constraints to provide comprehensive analysis and insights.

As a Trainee Business Analyst, you will support and learn from experienced professionals in business analysis activities on various projects and services. You will collaborate effectively to deliver IT changes and digital transformation, ensuring that stakeholders across the University can benefit from enhanced technology and improved business processes.

Join the Trainee Development Scheme in IT Services and take the first step towards a fulfilling career in technology at the University of Oxford!

Training

You will pursue a Level 7 Apprenticeship in Digital and Technology Solutions, blending hands-on experience with structured learning modules. This qualification is part of the Digital and Technology Solutions standard. For more details, visit **https://www.instituteforapprenticeships.org/ apprenticeship-standards/digital-and-technology- solutions-specialist-integrated-degree-v1-0**.

Our comprehensive training program covers all aspects of the role and includes in-house training, day or block release, and distance learning methods provided by our expert partners. You will participate in modules led by our training providers, ensuring you receive both practical experience and formal education.

Attendance and successful completion of these modules are essential for your growth and success in this Apprenticeship. Join us to gain the expertise and credentials that will advance your career in digital and technology solutions.

Responsibilities

As a Trainee Business Analyst, you will:

- Work towards developing an understanding of the business issues and data challenges of the University and Higher Education, in order that the scope and business objectives of their projects can be put into a wider context.

- Learn how to support business analysis planning & monitoring.

- Support structured approaches to identify, investigate, analyse and communicate business problems and opportunities.

- Develop the skills to identify, analyse, manage, and monitor relationships with and between internal and external stakeholders. Work under the guidance of others to communicate with the stakeholders clearly and regularly.

- Help to conduct requirement identification, analysis, management & communication. For example, assisting in user workshops, user group meetings, and project meetings which will involve staff from across the University at various levels.

- Develop the skills to support the analysis of processes including identifying process improvements and efficiencies, using relevant information and underlying data to support the definition of requirements.

- Learn how to support solution assessment and validation.

- Help to ensure a proposed solution meets business and user needs.

- Develop an understanding of the business issues and data challenges of the University and Higher Education.

- Help to identify the University's operational strengths and weaknesses and suggest practical improvements covering the scope of the project.

- Gain an awareness and understanding of Agile methodology and the ways to apply the principles in practice with an open-minded approach.

- Gain the confidence to contribute proactively to IT Services, PPDG, and project and team activities.

Selection criteria

Your application should demonstrate how you meet the following Traineeship criteria:

- Educated to degree level or equivalent (including English and Maths grade 4 or above).

- Good written and verbal communication skills: able to relate confidently and effectively to stakeholders and communicate clearly and effectively in emails, phone and video calls, in-person and when creating documents.

- Good analysis and problem-solving skills.

- Logical and creative thinking skills.

- Excellent attention to detail and a thorough and organised approach.

- Collaborative mindset.

- Motivated and self-driven with an ability to work independently in a busy team environment, taking initiative when necessary and prioritising effectively to meet deadlines.

- Interested in information technology, and willing to learn and adapt to new technologies, tools, and methodologies.

- Able to demonstrate understanding of and discuss how IT may offer opportunities to improve user experience and processes.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: **https://www.jobs.ox.ac.uk/pre-employment-checks**.

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There are also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

About the University of Oxford

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education into their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual's unique contribution.

For more information, please visit our **Working at Oxford page**.

Project and Programme Delivery Group, IT Services

The Programme and Project Delivery Group (PPDG) within IT Services comprises over 60 staff and is responsible for the successful delivery of a large capital programme (currently more than £20 million per year). Roles within PPDG include project managers, business analysts, business change managers and test specialists. PPDG staff work in collaboration with our customers across the University and with third-party suppliers to deliver new and enhanced IT solutions in the delivery of the University's Strategic Plan. The team is run on matrix managed basis with PPDG managers providing line management, resource planning, skills development, and internal assurance, with Portfolio and Programme Managers overseeing delivery through project teams formed from PPDG and other IT Services and business staff.

For more information, please visit:
https://www.it.ox.ac.uk/projects-and-programmes.

How to apply

If you would like to apply, click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by midday on the closing date stated in the online advertisement.

Please visit our 'How to apply' page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from https://hrsystems. admin.ox.ac.uk/recruitment-support. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: **https://compliance.admin. ox.ac.uk/job-applicant-privacy-policy**. The University's Policy on Data Protection is available at: **https://compliance.admin. ox.ac.uk/data-protection-policy**.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
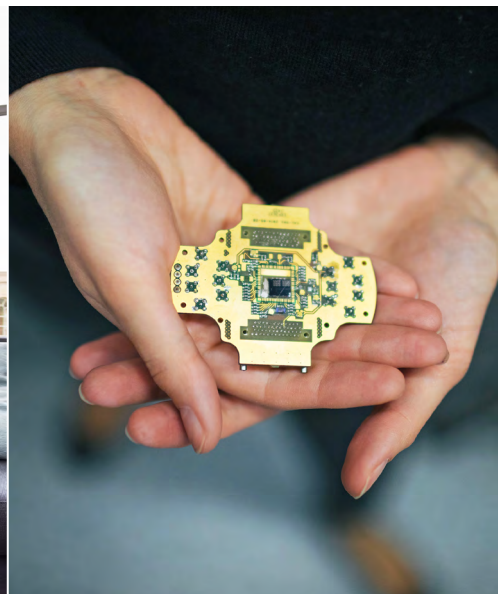
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