



Dublin City University

Office of Vice-President Academic Affairs (Registrar)

Business Analyst, Student Information Systems (SIS) Project

One Year Fixed Term Contract

Introduction

DCU is a rapidly growing University and is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (SIS) which will support our objectives to create and sustain a globally engaged university.

The Student Information Systems will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

The SIS Programme has been mobilised to deliver this transformational change. The programme consists of several delivery streams relating to business design and configuration, technology & integration, reporting & analytics, data, and change management. Two roles for Business Analysts roles are available on the SIS Programme.

Roles

Working as part of the SIS Programme team reporting to Programme Manager, or nominee the Business Analyst will have general responsibilities to support the programme delivery and specific responsibilities relating to System Integration, Reporting solution or Data Migration on the programme.

Duties and Responsibilities

General responsibilities of BA role:

- Provide analytical support and participate in procurement activities for the SIS programme working closely with DCU Procurement team and all areas across the University engaged in the procurement of services and/or solutions related to SIS;
- Assume responsibility for the definition of business requirements and engaging with stakeholders across the University to maintain and review those requirements throughout the programme delivery lifecycle.
- Creating clear and accurate documentation including Wireframes, Persona definition, User Stories and additional documentation as required for System Integration and Reporting solution.
- Assume responsibility for the analysis and functional design of SIS solutions;
- Support and facilitate test activities in all test phases by ensuring test coverage of requirements, defining test scenarios or personas, review of test strategy and specifications, assisting in functional testing and providing UAT support.
- Work within one or across multiple SIS Programme Delivery areas to Co-ordinate activities to deliver solutions for SIS
- Working with the Delivery Stream Managers to develop the delivery approach and schedule, identifying risks, issues and dependencies
- Analyse, design and configure functional components, including identifying solution options
- Act as a conduit between business and IT, understanding technical specifications and ensuring IT solution reflects functional design and meets requirements.
- Acquire and share expert knowledge of DCU SIS Business Solution
- Support the Change Request process by providing impact assessments of proposed change.
- Liaise closely with DCU colleagues and/or vendors, as well as with all relevant stakeholders.
- Keep abreast of business, technical and industry developments, evolving practices and trends in relation to Student Information Systems;
- Perform any other duties appropriate to the role as assigned from time to time by Programme Management.

Specific responsibilities of a Data Migration Business Analyst:

- Development of an appropriate Data Strategy and Data Governance Model.
- Comfortable in all areas of the provisioning and migration of data from multiple legacy sources;

Qualifications, experience and skills required

Applicants for the post must possess a primary degree, preferably in Information Technology, Computer Science, Business or other relevant field, together with a minimum of five years' relevant work experience in the Business Analysis area, which should ideally include experience as a Business Analyst in Higher Education. The ability to work independently, to exercise judgement and to challenge positively while working collaboratively with a variety of stakeholders is essential. Applicants will be expected to organise and facilitate workshops and meetings, establish effective relationships across the University with programme stakeholders and work closely with multiple third party vendors to deliver robust business solutions.

In addition, applicants must possess the following:

- Excellent interpersonal and communications skills (written and oral).
- A high level of critical thinking and problem solving skills
- Strong Business Analysis skills with an ability to apply good practice within this area
- Good Stakeholder management skills

It is desirable that the applicant has a recognised qualification in Business Analysis.

Salary Scale: €48,468 - €65,543 (Senior Administrative Assistant II)

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale in line with current Government pay policy.

Informal Enquiries to:

Mairead Corcoran, SIS Programme Director - Email: mairead.p.corcoran@dcu.ie, Tel: +353 (0)1 700 8494

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #1108 Business Analyst. Student Information Systems (SIS) Project.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0) 1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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