



**DUBLIN CITY UNIVERSITY  
OFFICE OF VICE-PRESIDENT ACADEMIC AFFAIRS (REGISTRAR)**

**SENIOR BUSINESS ANALYST  
STUDENT INFORMATION SYSTEMS (SIS) PROJECT  
3 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.

**Role:**

Working as part of the SIS Programme Management team reporting to SIS Programme Director or nominee, the Senior Business Analyst will have the following responsibilities:

**Duties and Responsibilities:**

- Lead a small team of business analysts on the SIS programme, developing and maintaining standards, ensuring the quality of team deliverables
- Supports the SIS Design Fora:
  - in maintaining oversight of End to End design (Process, Functional and Technical)
  - by co-ordinating and reviewing inputs and contributing to design decisions
- Assessing the impact of project change requests on requirements and end to end solution design
- Assume responsibility for the gathering, maintenance and documenting of business requirements, functional design, their review & approval and also the review/approval of technical specifications in conjunction with relevant members of programme team and stakeholders
- Possess or acquire expert knowledge of SIS business solutions and processes with an awareness of the relationships with the University's enterprise architecture
- Act as a subject matter expert, transfer knowledge to others and provide advice to relevant stakeholders on the business solution
- Support and facilitate testing activities during all test phases
- Manage the analysis and troubleshooting of problems relating to the solution with the functional and technical teams by setting priorities for problem resolution, monitoring progress, and applying the appropriate escalation procedures

- Liaise closely with DCU colleagues, third parties and vendors associated with the SIS programme, as well as with all relevant programme stakeholders across multiple levels in DCU
- Lead BA team putting in place a quality framework to ensure good quality deliverables while maintaining oversight of all BA deliverables across all projects
- Support programme and project planning, mobilisation and execution across multiple phases
- Proactively identify risk areas, work with stakeholders to develop appropriate solutions/mitigating responses and escalate where appropriate
- Liaise closely with Project Managers on the delivery and quality of Business Analysis artefacts
- Support the procurement lifecycle for solutions; including activities such as leading workshops, preparing procurement documentation and co-ordination of evaluation process
- Represent the Programme and/or University in relevant internal and external fora
- Any other duties that may be assigned from time to time by the Programme Manager, or nominee.

### **Qualifications, experience and skills required:**

Applicants must possess a primary degree, preferably in Information Technology, Computer Science or other relevant field with a minimum of 5 years' relevant experience which should ideally include experience in the specification, procurement and implementation of business solutions in a third level environment.

The ability to work independently, to exercise influence and judgement, and to challenge positively while working collaboratively with a variety of stakeholders at multiple levels is essential.

In addition, applicants should possess the following:

- A proven track record working on large projects preferably in the Higher Education Sector
- An awareness of key changes and impacts within the Higher Education Sector
- Strong Business Analysis skills with an ability to apply best practice within this area
- Good Stakeholder management skills
- A high level of critical thinking and problem solving skills
- Self-motivated with demonstrated skills in a project leadership role
- A clear appreciation of information technologies in particular internet technologies, workflow, system integration solutions and process design with an understanding of the security, regulatory or legislative issues relevant to the implementation/operation of IT systems in a public sector organisation
- Excellent interpersonal and communications skills (written and oral)
- Be a strong team player, with ability to work under pressure to deadlines and be self-motivated.

**Salary Scale:** €51,992 - €73,828 (Administrator I) \* Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

**Closing Date:** 3<sup>rd</sup> May 2019

**Informal enquiries:**

Informal enquiries may be addressed to [philip.browne@dcu.ie](mailto:philip.browne@dcu.ie), Programme Director, Student Information System Programme (SIS), Office of Vice-President Academic Affairs (OVPAA). 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://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

**Please clearly state the role you are applying for in your application and email subject line:**

**Job Ref #ST1209: Senior Business Analyst, SIS Programme**

***Dublin City University is an equal opportunities employer***