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## JOB DESCRIPTION

<b>POST TITLE:</b>	Business Analyst/Product Owner (Fixed Term 12 Months)
<b>REPORTS TO:</b>	Product Delivery Manager
<b>RESPONSIBLE FOR:</b>	N/A
<b>GRADE &amp; SALARY:</b>	Grade 6

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### OVERALL PURPOSE OF ROLE:

This role serves as the link between business stakeholders and delivery teams, refining scope, shaping requirements, and driving delivery through sprints. Working closely with stakeholders and delivery teams, the post holder will ensure business needs are translated into clear, prioritised backlog items and deliverable outcomes that support strategic objectives and deliver tangible value to the councils on behalf of Strata

Partnering with Product Specialists who provide domain expertise, the post holder will turn business knowledge into structured requirements, user stories, scope documents, and functional specifications, while supporting testing, change management, process improvement, and effective stakeholder engagement throughout the delivery lifecycle.

### Core Responsibilities

- Own and manage the product backlog within Scrum teams
- Lead backlog refinement, creating clear user stories, acceptance criteria, and prioritised requirements
- Engage with stakeholders to understand business needs, define requirements, and document them effectively
- Collaborate with Product Specialists to translate business rules and service needs into deliverables
- Create and maintain documentation including business requirements, scope documents, functional specifications, and process maps
- Support Sprint Planning, Reviews, demos, and user acceptance testing to validate solutions
- Work with developers and testers to clarify requirements and ensure delivered functionality meets business needs and acceptance criteria
- Examine data, support data migration activities, and use insight to inform decision-making and improve data quality
- Support change management by identifying impacts, addressing stakeholder concerns, and helping to embed new ways of working
- Proactively identify opportunities for process optimisation, service improvement, and innovation
- Provide regular input to service improvement planning and support project status reporting where required
- Build and maintain productive relationships across business and technical teams to ensure alignment throughout the project lifecycle



**OUR VALUES** form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
<b>SELF DEVELOPMENT</b>	Wanting to improve ourselves, and looking for different ways to learn	<b>E</b>
<b>TEAM</b>	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	<b>E</b>
<b>RESULTS</b>	Demonstrates drive and passion to achieve objectives	<b>E</b>
<b>ACCOUNTABILITY</b>	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	<b>E</b>
<b>TRUST</b>	Able to build lasting relationships which demonstrate reliability, integrity and consistency	<b>E</b>
<b>ADAPTABILITY</b>	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	<b>E</b>

**SIGNATORY**

**PRINT NAME**

**DATE**

Job holder -----

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Line Manager-----

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This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



**PERSON SPECIFICATION** we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Category	Requirements	Essential/Desirable (E/D)	Method of Assessment
<b>Education/training</b>	<ul style="list-style-type: none"> <li>• Good general school background with at least 5 GCSE grades of C or above</li> <li>• Technical qualifications relevant to the role or a technical/business degree</li> <li>• Professional business analysis or project management qualification such as CBAP, PMP, or equivalent</li> </ul>	<p style="text-align: center;">E D D</p>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong experience as a Business Analyst within software or systems delivery</li> <li>• Knowledge of Agile/Scrum delivery methods and the full project and system lifecycle</li> <li>• Understanding of requirements gathering, business case development, stakeholder management, and business process improvement</li> <li>• Knowledge of data, reporting, and information management requirements</li> <li>• Working knowledge of local government services, processes, and stakeholder environments</li> </ul>	<p style="text-align: center;">E E E E D D</p>	CV /Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Skilled in user story creation, backlog management, facilitation, and requirements documentation</li> <li>• Excellent stakeholder engagement, communication, and relationship-building skills</li> <li>• Strong facilitation, analytical, and organisational skills with the ability to prioritise effectively</li> <li>• Ability to analyse problems to root cause and develop practical improvement actions               <ul style="list-style-type: none"> <li>• Familiarity with tools like Jira or Azure DevOps</li> </ul> </li> </ul>	<p style="text-align: center;">E E E E</p>	CV/Interview



<p><b>Successful experience in</b></p>	<ul style="list-style-type: none"> <li>• Working within an Agile/Scrum environment, ideally with Product Owner responsibilities</li> <li>• Developing specifications, user requirements, and other business analysis documentation for systems and projects</li> <li>• Supporting system implementation, transformation, or service improvement projects</li> <li>• Collaborating effectively with diverse stakeholders, including business users, technical teams, and managers, to achieve successful outcomes</li> <li>• Working within a fast-paced delivery environment with competing priorities</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>CV/Interview</p>
<p><b>Special requirements</b></p>	<ul style="list-style-type: none"> <li>▪ A valid driving licence and own car with business insurance are essential (reasonable adjustments may be possible according to the Equality Act).</li> </ul>	<p>E</p>	<p>CV</p>



### RISK ASSESSMENT PROFILE

[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

<b>Level 1</b>	<b>Seldom or never</b>	<b>Level 4</b>	<b>Regular (2-3 times per week)</b>
<b>Level 2</b>	<b>Occasionally (once a month)</b>	<b>Level 5</b>	<b>Daily</b>
<b>Level 3</b>	<b>Fairly regularly (1 per week)</b>		

Potential risks and hazards	Level of Frequency
Computer user	5
Car driving	3
HGV, LGV driving	1
Prolonged sitting, standing	5
Exertion (other than lifting)	1
Lifting	2
Manual handling – repetitive movements, bending twisting	1
Working with the public	2
Face to face contact with abusive customers	2
Lone working	2
Night working = 3 hrs or more between 11pm & 6am	1
Shift working	3
Use of chemical and or skin irritants	1
• Head phone use/ auditory performance / noise	1
❖ Hand arm vibration / noise	1
❖ Use of machinery / noise / vibration	1
Outside working / inclement weather	1
Exposure to the sun through outside working	1
Working at heights (above 2 metres)	1
Working in confined spaces	1
Risk of exposure to bodily fluids	1
Risk of contact with infectious diseases	1
Risk of exposure to asbestos	1
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test