**ANALYTICAL DECISION-MAKING**

**Learning Outcome 1: ACTIVITY 12**

**Job roles and responsibilities**

Research on the internet, recruitment advertisements for

* Business analyst
* Project manager.

**Tasks**

1. Analyse and make notes on role responsibilities, skills and attributes required for post holder
2. Compare the two and discuss with colleagues.

If you are unable to locate any detailed advertisements online for roles based in your home country, you can use these fictional ones instead:

|  |
| --- |
| **EXTRACT: Case study 1****Role: Business Analyst for Librano Financial Services (LFS)** |
| * Location: Mauritius
* Contract: Permanent, full-time
* Salary: $28,000 - $35,000 USD per annum

We have exciting growth plans at LFS and this has created new opportunities for **Business Analysts** within the Business Transformation Team. Working within strategic change programmes, these roles are key to helping LFS realise its future vision through high quality business change delivery in a fast paced, dynamic and supportive environment.**About the role**The role of **Business Analyst** sits within our energetic, growing and customer focused Business Transformation team. The role is an excellent opportunity for an experienced Business Analyst to become part of this fantastic team working on a broad range of high profile change projects within LFS.Your role will involve working closely with all relevant stakeholders throughout the business to gather, analyse and translate specific needs to produce clear, unambiguous business requirements and functional specification documents for change. It will also include documentation of 'Target state’ business processes in alignment with the Business Performance Improvement team. You will have a high level of engagement with the business to gather, analyse and document high quality business requirements. You should aspire to become the Subject Matter Expert on the business’ requirements and act as the 'voice of the business’ for the project team.**About you**You will be supporting Business Transition to enable effective delivery of projects, programmes and change initiatives to the business, particularly around collaboration on knowledge transfer, stakeholder engagement and communications. You will need to contribute to project meetings to ensure that potential impacts, risk, issues, gaps and assumptions are captured, analysed and understood.To be successful in this role, you will have:* A Business Analysis Diploma, Information Systems Examination Board, or similar.
* Ability to work in a mixed Waterfall and Agile delivery environment.
* Knowledge and experience of mapping complex business processes.
* Proven track record of delivering business requirements, business process design and functional design on change projects.
* A high level of business intelligence and strong analytical skills.
* Experience of supporting complex change projects.
* Understanding of the legal and regulatory environment including governance, risk management, controls and compliance requirements
* Strong problem-solving, stakeholder management and communication skills
* Strong written and oral communication skills with the ability to present complex data and arguments.
* High level of motivation, flexibility, drive and personal commitment.
* A willingness to learn and develop new skills.

**Benefits**Company car and fuel card, generous pension scheme, private healthcare, free on-site parking, and much more! |
| **EXTRACT: Case study 2****EXTRACT: Case Study 2 FMCG (fast-moving consumer goods)****Role: Project Manager** |
| * Location: Mauritius
* Contract: Permanent, full-time
1. Salary: $25,000 - $35,000 USD per annum

A well-established FMCG multi-disciplined organisation are currently looking to recruit for a Project Manager to lead multiple projects whilst ensuring the delivery of each platform is delivered on time and within budget.Suitable for: Project Manager, Senior Project Manager, Global Project Manager, and Program Manager **The Role**As Project Manager you will be directly responsible for managing three separate projects from cradle to grave. Responsibilities will include:* Scoping, planning, executing and reporting of projects according to strict deadlines and within budget.
* Developing and reviewing estimates and estimating assumptions for project schedules, effort, and cost using established models, best practices, and past experience.
* Developing, implementing and maintaining the management plan, including risk management, project change management, project measurement, and quality management plans.
* Measuring and monitoring progress at clearly defined points in process to ensure that the project is delivered on time, within budget, and that it meets or exceeds expectations. Balance scope, schedule, budget, quality, and risk.
* Ensuring that all requirements, project plans, and changes to commitment are communicated to the project sponsor and all affected team members.
* Performing project team management, driving motivation, collaboration and performance.

The successful candidate for the Project Managers position will have the following experience:Knowledge of project management techniques and tools4 years + experience in project management capacityStrong planning and project management skillsExperience in capital equipment |