

Praxis Care Job Description

Position, Title & Grade:	Digital Business Analyst, (£36,113-£47,493)
Location:	Central Office, 25-31 Lisburn Rd, Belfast (Hybrid Working available)
Reporting to:	Digital Projects Manager
Function/Department:	IT

Job Purpose/Summary:

This new role will be part of the new Praxis Project Management Office and reports to the Digital Projects Manager. They will provide Business Analyst skills in the implementation of new Information Systems and reviews of existing Information Systems under the following areas: -

1. Business Requirements Gathering
2. Process Analysis and Mapping
3. Data Review and Rationalisation
4. Assist with System Selection Support
5. Assist with Solution Design and Requirements Management
6. Data Migration and Validation
7. Assist with Testing and User Acceptance
8. Assist with Change Management and User Adoption
9. Assist with Implementation Support

Key Accountabilities:

1. Business Requirements Gathering
 - Facilitate workshops, interviews, and meetings with stakeholders.
 - Translate user needs into clear and structured requirements specifications.
2. Process Analysis and Mapping
 - Document current ("As-Is") business processes and workflows.
 - Identify manual activities, bottlenecks, duplicated effort, and workarounds.
 - Design future ("To-Be") processes aligned to best practice and system capabilities.
 - Produce process maps, data flow diagrams, and workflow documentation.
3. Data Review and Rationalisation

- Review data collected across existing systems.
- Identify duplicate, unnecessary, or low-value data collection activities.
- Analyse data ownership, quality, and governance issues.
- Recommend opportunities to eliminate duplicate data entry and improve data accuracy.
- Define common data definitions and master data requirements.

4. Assist with System Selection Support

- Assist in developing business requirements and evaluation criteria for new systems.
- Participate in market research, supplier demonstrations, and proof-of-concept activities.
- Assist in evaluating proposed solutions against business requirements.
- Contribute to RFP, tender, and procurement documentation.

5. Assist with Solution Design and Requirements Management

- Work with vendors and technical teams to clarify requirements.
- Review proposed solutions against documented business needs.

6. Data Migration and Validation

- Support data mapping activities between legacy and new systems.
- Define data cleansing requirements.
- Assist business teams in validating migrated data.
- Identify data quality issues before implementation.

7. Assist with Testing and User Acceptance

- Develop business test scenarios and acceptance criteria.
- Coordinate User Acceptance Testing (UAT).

8. Assist with Change Management and User Adoption

- Assist with stakeholder engagement throughout the project lifecycle.
- Help communicate changes to affected teams.
- Support development of training materials and user guides.

9. Assist with Implementation Support

- Work alongside the IT Project Manager during deployment activities.
- Coordinate business readiness assessments.
- Support cutover planning and go-live activities.
- Assist with hyper-care support and issue resolution.

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary

- To work the necessary hours to fit the needs of the service

The above-mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget		
Staff		
Liaison & Influence	Organisational wide Information System Selections, Data and Process Improvements	Supplier Project Management

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	Primary Degree in IT, Project Management, Business-related or Data related subject and 3+ years' experience in Business Analyst roles implementing Information systems. OR HND/BTEC level in IT, Project Management, Business-related or Data related subject and 5+ years' experience in Business Analyst roles implementing Information systems. OR 7+ years' experience in Business Analyst roles implementing Information systems. Outline how you meet one of the above three essential education/experience criteria AND then demonstrate how you meet each one of the following	Background within the charity, housing, or social care sectors. Experience of Workforce management systems, Care management systems, Housing / property systems Business/Process Analyst Qualifications

	9 essential skills criteria in no more than 200 hundreds words per item showing For which employer you undertook the role, for how long, what were the project/s and what was your role on those projects • Business Requirements Gathering • Process Analysis and Mapping • Data Review and Rationalisation • Assist with System Selection Support • Assist with Solution Design and Requirements Management • Data Migration and Validation • Assist with Testing and User Acceptance • Assist with Change Management and User Adoption • Assist with Implementation Support	
Skills & Competencies	Full valid driving license and access to own vehicle (If a disability precludes an individual from holding a driver's license, it should be stated how they can meet the mobility requirement of the post) Excellent planning and organisational skills. Ability to lead complex data analysis involving multiple stakeholders and cross-functional activities. Strong analytical and problem-solving ability. Ability to influence senior stakeholders and support organisational change.	

Decision Making Authority	Recommendation Types and Levels
Ability to make key medium to high level decisions within parameters on Data Analysis and Process flows.	Can recommend concepts and changes to Digital Project Manager/Head of IT/CFO/SLT/CEO and any other staff member when undertaking Analysis and Process work.