

Job Description

Name:	TBA
Title:	Senior Business Analyst
Division:	Risk and Operations
Reports to:	Project Manager
Contract Type	Fixed Term Contract
Updated:	July 2025

Programme Background

Within the Commission there is a range of data held in different locations, systems and structures meaning that to access it effectively you need the understanding, knowledge and skills across a number of different systems and areas to accurately identify and pull out the data required. For example, we currently operate three instances of CRM: Core, Online Submissions (OS) and the PQ Portal.

Over the course of the last two Three-Year Business Plans we have had a project which has investigated the depth of these issues and the interconnectedness between our systems and data. Following this we have now been able to fully consider and assess the Commission's needs, both now and in the future.

Going forward, the aim of the data transformation programme is to build a data and IT infrastructure that is fit for the future and enables the Commission to carry out its regulatory responsibilities, both now and in future, in a cost-effective and efficient manner. This new infrastructure will be built as a series of cloud-based, microservices underpinned by a data repository, building and extending on the foundations set by the Commission's new Applications and Authorisations Portal by adding new functionality to replace our existing legacy CRM systems before decommissioning these.

Principal Duties and Responsibilities:

General

1. Working to ensure the Commission delivers high quality prudential, financial crime and conduct regulation within the Bailiwick of Guernsey including facilitating innovation and discouraging poor quality ventures.*
2. Assisting to protect and enhance the Bailiwick's international reputation* within the financial services sector in order to promote a regulatory environment in which good firms do good business.*
3. Providing Senior Business Analyst services relating to the Commission's Data Transformation Programme.

*Quoted from Mission Statement

Analytical Skills

4. Identifying supervisory requirements for new Information Systems functionality.
5. Identifying and documenting opportunities for the development of the Information System offerings both from an internal and external user perspective.
6. Identifying efficient data pipeline processes; from collection, storage, transformation to usage and reporting.
7. Undertaking any other tasks required in the development and support of the Commissions Information Systems.

Technical Skills

8. Demonstrating an understanding of software development, on-premise infrastructure, data migrations, Dynamics 365, Azure and Cloud hosted platforms, microservices, APIs or data repositories.
9. Demonstrating familiarity with project management methodologies (e.g., agile, waterfall) and associated software tools (e.g., DevOps, JIRA, MS Project).
10. Demonstrating an ability to re-engineer, test and implement end-user workflows as part of the development of new Information Systems offerings.

Communication and Written Skills

11. Liaising with divisional representatives with respect to Information Systems, as required.
12. Providing support and guidance to Business Analysts within the Division, as needed.
13. Participating in working group meetings to refine the requirements for Information Systems, as required.
14. Producing written work that is accurate, clear and concise, that can be relied upon as a Commission record.
15. Chairing/contributing to meetings in a clear and professional manner.
16. Using project management skills to achieve change and by assisting others.

Professional Excellence and Cooperation

17. Collaborating with others across the team and the Commission; understanding all aspects of the role and how it contributes to the success of the Commission.
18. Assisting with the training of new staff joining the organisation, recognising the different styles and abilities of the team.
19. Supporting staff and contributing to their development, including reviewing and monitoring workflow and providing on the job training, advice and guidance. Sharing

relevant information across the team where appropriate and communicating constructive feedback in a timely manner.

20. Demonstrating an awareness of both Commission and Industry pressures, developing a 'can do' attitude whilst taking personal responsibility for own workload, prioritising tasks and rescheduling as required, ensuring plans are put in place to meet the Commission's business objectives and are communicated appropriately.
21. Taking responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Working towards accreditation required in the role, including professional qualifications where appropriate.
22. Completing all work promptly to a high standard, in line with team requirements and ensures a high quality of work is consistently produced by the team displaying a high level of attention to detail.
23. Making constructive recommendations for change and improvement and assists in the implementation of all change.

Other

Any other duties or responsibilities as may be required from time to time in context with the job and in relation to the services provided by the Commission.

<i>This job description is provided as an outline of the duties and responsibilities of the post holder and will be reviewed annually in accordance with the Commission's annual appraisal process and / or in light of any service development or changes.</i>
