

Business Analyst

Department	Business Analysis (and part of wider IT team)	Start	ASAP
Location	Lutterworth/Hybrid	Reporting to	Business Analysis Team Leader
Hours	37.5 Hours per week Mon-Fri (9am-5pm)	Salary	From £28,000 pa

About the Role

We are seeking a versatile **Business Analyst (BA)** to join our dynamic team. This role is ideal for someone who thrives in gathering and analysing business requirements while also leading project delivery from inception to completion. The successful candidate will collaborate with stakeholders, manage timelines, and ensure project success through effective planning, communication, and execution.

At Elmhurst Energy, software is at the heart of what we do. Our expertise in IT applications is at the core of our business success, playing a key role in maintaining our position as the building energy rating industry leaders promoting the Elmhurst brand through the development of quality software.

What can I expect to do in the role?

As a BA you would be the business advocate within product development, collaborating with stakeholders throughout the company and externally to ensure high quality and on-time delivery. You would achieve this through proactive communication with both technical and non-technical stakeholders and by building relationships with customer facing functions to ensure all relevant knowledge flows into the project process. This includes:

- Gather, document, and analyse business requirements from stakeholders.
- Develop and maintain detailed business requirements, user stories, and acceptance criteria.
- Facilitate workshops and meetings to elicit requirements and align on project goals.
- Support the creation of wireframes, prototypes, and functional specifications
- Collaborate with technical teams to ensure requirements are understood and met.
- Ensure the necessary completion of management system documentation, such as user stories, product specifications and business requirement documents, to demonstrate adequate controls.

- Develop and maintain project plans, schedules and budgets. Manage stakeholder expectations and ensure alignment throughout the project lifecycle.
- Provide industry and legislation analysis, feasibility studies and lead on strategic evaluation of current systems and processes.

About you

People are what make Elmhurst great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

Our Ideal candidate possess:



- A 'Can-Do' attitude, with a willingness to go the extra mile
- Strong analytical skills and a problem-solving mindset
- Excellent communication skills, with the ability to build and maintain relationships across Information Technology teams and the wider organisation
- The ability to work independently while also collaborating effectively with others

Preferred skills and qualifications:



- Proven experience in a similar role, including information management, data analysis, agile project planning and control, or a strong understanding of the EPC accreditation scheme industry
- Educated to at least GCSE level (or equivalent)

Application process

- Closing date for applications: **Jan 2025**
- Send your CV with introduction to HR@elmhurstenergy.co.uk
- First stage: We like to start with an initial 10 to 15 minute on line Teams meeting. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further for both of us.
- Second Stage: Successful candidates will then be invited to attend an in person interview at our offices in Lutterworth

Details of holidays and benefits are available on the Careers page of our website