
JOB DESCRIPTION

Job Title: Technical Analyst

Grade: C

Department: IT Department

Main purpose of job:

To work with colleagues and the business to gather and communicate Technical requirements that enable CAF's strategies and operational plans to be delivered.

Responsible to: Lead Technical Analyst

Budgetary responsibilities: N/A

Responsible for (staff/jobs): N/A

Key Job Responsibilities:

Working with new systems, making enhancements and dealing with issues to existing systems:

- To understand the technical environment in order to provide practical and efficient solutions consistent with the technical architecture
- To create and maintain detailed technical analysis documentation, outlining functional and non-functional requirements, mapping to business requirements
- To gather, elicit and communicate functional, non functional, technical and general requirements to software delivery teams and technical specialists to ensure quality and efficiency throughout the Software Delivery Lifecycle
- To work with all areas of the Organisation to implement changes to core technology and business procedures
- To understand and communicate the requirements and needs of different business areas when developing solutions
- To create and maintain the knowledge repository of the 'As Is' state and ensure traceability and repeatability of changes
- To build and sustain effective communication with colleagues and third parties to ensure that work is current, on mission and is not duplicated
- Ad-hoc activities as determined by the Organisation



CAF Behaviours

The CAF behaviour framework sets out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This framework is used for the assessment, management and development of performance of all our people across CAF

Dated: Mar 2022

PERSON SPECIFICATION

Job title: Technical Analyst

Date: March 2022

Attributes	Essential	Desirable	How Evidenced
Experience <ul style="list-style-type: none"> • Experience of working with a project manager or more senior personnel to report progress and implementation of tasks • Experience in the complete project cycle of at least 2 significant projects • Experienced of working in projects 	<ul style="list-style-type: none"> ✓ ✓ ✓ 		<ul style="list-style-type: none"> EC EC EC
Qualifications <ul style="list-style-type: none"> • Experience in customer / financial / accounting systems 	<ul style="list-style-type: none"> ✓ 		<ul style="list-style-type: none"> E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> • Functional Requirements Gathering and Documenting • Non Functional Requirements Gathering and Documenting • Technical Requirement Gathering and Documenting • General Requirement Gathering and Documenting • Visual Modelling (UML, BPMN, Flowchart) • Logical Data Modelling • Domain Modelling • SQL Skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> EC EC EC EC EC EC EC EC
Communication <ul style="list-style-type: none"> • Strong written and verbal skills • Ability to deal with internal and external stakeholders • Ability to promote quality within IT and to the wider community 	<ul style="list-style-type: none"> ✓ ✓ ✓ 		<ul style="list-style-type: none"> EC EC EC
Personal Qualities <ul style="list-style-type: none"> • Gravitas / Credibility • Self starter / High level of motivation • Precise • Delivery Focussed 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> EC EC EC EC
Prior to Appointment <ul style="list-style-type: none"> • Credit Check • Dow Jones Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK • Credit Check 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> R/E R/E R/E R/E R/E R/E R/E

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment