

Business Analyst

£48,636.29 - £54,786.55



Contents Page

Recruitment Process and Key Dates

Job Profile



Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 23/10/2026
- Shortleeting date: w/c 26/10/2026
- Proposed interview date: w/c 02/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Title	Business Analyst
Programme	Transformation through Collaboration
Reporting To	Host Authority – Clackmannanshire Council Transformation through Collaboration Programme Manager Transformation through Collaboration Board
Grade	Grade 09
Job Description	Clackmannanshire Council, Falkirk Council and Stirling Council are working to explore practical ways on how some services could be delivered together. This joint work - called Transformation through Collaboration - looks at how the three councils could share expertise, systems and processes to make better use of public money and protect local services in the years ahead. Please note that the successful candidate will be employed by Clackmannanshire Council. As a business analyst your role is pivotal and will allow each workstream of the Transformation through Collaboration Programme to progress and develop fully informed business cases in a timely manner. You will be expected to work with Lead Officers and the Programme Manager, gathering qualitative and quantitative data, to fully scope the function and identify opportunities for transformation, collaboration, and automation/digitalisation. As well as developing a framework that can be scaled to each workstream, identify risks and mitigating actions. To enable this, you will be expected to undertake tasks such as process/service mapping of the 'as-is', identify pain points, requirement analysis, identify service design opportunities and provide recommendations on the 'to-be' model for Lead Officers and the Governance workstream to consider. As well as contribute to the creation of business readiness plans, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new processes or jobs into the 'business as usual' environment, in advance to understand impact on capacity. Furthermore, you will be supporting the implementation of collaborative models alongside key corporate workstreams such as HR/OD and supporting benefit monitoring and realisation alongside the Programme Manager and Finance resource.

Objectives	Works closely with Lead Officers and Programme Manager to provide a comprehensive range of change management, business analysis and business design services for Tranche 1 workstreams. The postholder will deliver effective requirements analysis and feasibility work to the Councils through process and service mapping in addition to defining the change management process and activities to be followed. They will support business case development and targeted benefits tracking alongside key corporate and legal functions.
Job Specific Responsibilities	<i>This section provides detail of the main responsibilities. Note, these are illustrative only and are not exhaustive.</i> - Assists the Lead Officers as well as the Programme Manager in analysing business processes; identifying alternative solutions, assessing feasibility, recommending new approaches and driving the approach to change management activities within a project. - Contributes to evaluating the factors that must be addressed in the various workstreams. - Defines requirements for the implementation of changes in the business processes. Takes responsibility for investigative work to determine requirements and specify effective business processes, through improvements in information systems, data management, practices, procedures, organisation and equipment. - Supports the development of business cases to implement collaborative delivery models and mobilise implementation plans when dealing with more complex requests for change. - Applies and monitors the use of required modelling and analysis tools, methods and standards. - Contributes to the creation of business readiness plans, taking into consideration IT deployment, data migration, capability deployment (training and

	engagement activities) and any business activities required to integrate new processes or jobs into the 'business as usual' environment. • Assists dedicated OD support to determine the readiness levels of each Council with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to going live. • Conducts business impact assessment alongside HR support, to identify how the changes from the 'as-is' processes, systems and structures to the 'to-be' processes, systems and structures impact specific organisations and roles. • Engage with HR support to define how the organisational structure, jobs, teams and roles need to change to enable the future business processes. • Ensures high quality deliverables are produced, in terms of both content and presentation. A deliverable may be a report, a presentation or training course, or a reasoned argument, for instance. • Investigates complex situations in order to diagnose underlying cause and to assist services to recover, continue or develop their operations. Evaluating service delivery and project performance, recommending changes where necessary to Programme Manager. • Escalate problems or issues not achieving satisfactory progress to Programme Manager. • Drafts and maintains policy, standards and procedures within own field of expertise. • Ensures that all work is documented in accordance with agreed standards. • Effectively contributes to project teams in pursuit of programme objectives. • Advises on market developments and ensure that the service continues to benefit from those trends.
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	• Provides well-informed, detailed, expert advice, typically within a specialism, ensuring that it is properly understood and appropriately exploited, to enhance the effectiveness of the organisations business processes. • Such other tasks as the Programme Manager may delegate from time to time which could be reasonably expected within the level of the post.
Job Demands	• You will be working in a mobile/flexible working environment. • You will be required to plan and organise your own workload and that of others. • You will be required to deal with conflicting priorities and deadlines. • You will be responsible for contributing to the development of Business Cases. • You will be required to contribute to the creation of business readiness plans, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new processes or jobs into the 'business as usual' environment. • You will delegate and allocate work to others as appropriate. • You will be expected to communicate well with colleagues and others. • You will have excellent written and verbal communication skills. • You will regularly advise, counsel, negotiate and persuade others. • You will apply and ensure adherence to regulations or Council policy • You will be required to provide advice and guidance to individuals or groups • You will contribute to the design and development of workstreams. • You will be responsible for the development and management of information. • You will be required to use your own initiative. • You will be required to exercise sound professional judgement. • You will be required to maintain up to date knowledge of relevant legislation. • You will be required to maintain confidentiality at all times. • You will be required to work as part of a team.

	• The role will require periods of work under pressure, individually or part of a team to meet performance outcomes and tight deadlines or challenging milestones. • The post holder will regularly deal with a wide range of organisations and individuals, typically: Internal: Elected Members, Directors, Senior Managers, Service Manager, frontline staff, Trade Unions and other services personnel across the Council. External: Consultants, partner agencies, service providers, suppliers, Scottish Government representatives, and other Local Authorities
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Essential Education & Professional Qualifications & Memberships	
• Educated to degree level or equivalent with relative experience. • Formal Business Analysis qualification or equivalent relative experience	
Essential Skills, Knowledge & Experience	Desired
• Experience in working in Public Sector or political environment on large scale transformation projects • Analysis and solving complex problems which may relate to or be a combination of legal or legislative, contractual, financial or technical issues. • Have political awareness, in both the local and national context particularly relating to national policies, standards and strategies that have an impact on the Council and subsequently service delivery. • Ability to plan work and deliver work to timescales; and an ability to prioritise resources and workload within programmes. • Experience contributing to the creation of business readiness plans, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new processes or jobs into the 'business as usual' environment.	• Coaching skills • Mentoring skills • People management skills • Experience working in a Multidisciplinary/partnership. • Experience working in a front line service environment. • Previous experience of transformation/collaboration projects. • Experience managing a team. • Experience leading the development of a service design/delivery. • Driving Licence would be desirable but not essential.

• Requires a high degree of interpersonal and communication skills to engage, build and maintain relationships with a range of stakeholders • Communicates fluently verbally and in writing and can present complex information to a range of internal and external audiences, both technical and non-technical. • Presentation skills • Organisational skills • Interpersonal skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Significant experience is required. • Project Management experience. • Experience working as part of a team. • Experience in data protection legislation. • Experience following national guidelines. • Experience analysing data using MS Power BI through a Modern Data Platform • Influencing • Negotiation	
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Values and Behaviours
Demonstrates behaviours which are consistent with; Clackmannanshire Council Values – Be the Customer, Be the Team, Be the Leader, Be the Collaborator, Be the Innovator, Be the Future. Falkirk Council Values - Responsive, Innovative, Trusted, Ambitious Stirling Council Values – Committed, Collaborative, Customer Focussed, Leading

Health and Safety
1. Work safely and follow procedures. 2. Take care of own health and safety and that of others whilst at work. 3. Comply with the lead Council's Health and Safety Policy. 4. Help create and promote a positive health and safety culture.