



Example of Lead Business Analyst Job Description

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Our growing company is looking to fill the role of lead business analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for lead business analyst

- Present results of analysis and/or recommendations to business managers, utility partners, and at time external parties
- Identify issues/events that could affect resources, schedule, budget, scope and/or deadline
- Primary BA for Loan IQ Application
- Create project and process specifications for new and/or enhanced reporting and analytics systems
- Responsible for identifying quantitative and qualitative measures for realizing value in projects, and helping organize methods and procedures for monitoring and measuring benefits realized, particularly those that are not strictly economical
- Leads and owns the requirements management to meet the overall project objectives and comply with technical standards
- Continually ensures the requirement deliverables are on track
- Assist in coaching junior Analysts on requirements gathering and standards
- Manage relationships with internal and external stakeholders to achieve project goals
- A self-starter, capable of scoping and defining work, prioritising tasks, and working with large volumes of data

Qualifications for lead business analyst

- Must be able to work with users to define user, system and project requirements for new systems and system enhancements
- Effectively translate business requirements into software and process requirements
- Lead change, as needed, to ensure the adoption of new processes and tools implemented using innovative solutions and lean techniques
- Identify, analyze and prioritize user stories and other requirements in a transparent and collaborative manner
- Collaborate with cross functional groups including engineering teams, Tech Ops and Data Operations to define and implement tools, technology and platform requirements