



# Example of Lead Business Systems Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of lead business systems analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for lead business systems analyst

- Researching and analysing the country-level specifics needed for integration for each country and vendor (scope will increase over time)
- Writing functional specifications and other documentation as needed (Interface Mapping, GAP Analysis, Functional Analysis, Technical Specs)
- Coordinating the release of new and enhanced functionality
- Working closely with the other GVS CSMs and with GVS Country Solution Architect (GVS CSA) to ensure the appropriate template details are analysed, built, tested, and documented
- Review technical specifications, user publications, and other product-related documentation for correctness, content, and clarity
- Lead small and large projects and act as the primary point of contact between the technical areas
- Work with Architects, Developers and Subject Matter Experts to understand the work effort for a requirement, communicate any compromises or risks to the Designers and Product Managers, and, if needed, facilitate making adjustments that satisfy all parties
- Act as a project manager to support schedule creation and project management
- Formulate and define systems scope and objectives based on the business needs through understanding of business systems, and industry standards
- Collaborate with the QA team in developing high level test plans

- Knowledge of project management methodologies, tools and best practices
- Knowledge of R&D business process and related systems is considered an asset
- Provide metrics and KPIs
- 5 to 7 years of work experience in IT originations with a concentration in ITIL processes
- Possess the ability to look at problems from the proverbial "50,000 feet" and drill progressively down to the granular details
- Able to discern the cross-organizational impacts of actions (or inaction)