



# Example of Principal Business Analyst Job Description

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Our innovative and growing company is looking to fill the role of principal business analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for principal business analyst

- Identify project interdependencies and communicate requirement/scope issues and participate in driving them to resolution
- Develops the testing strategy and plans thorough requirements testing for user acceptance. Assist in overseeing User Acceptance Testing to execute, and track deviations found, facilitate non-technical work around sessions for remediation and document testing progress
- Define and monitor all implementation tasks such as the production check-out process, including review of reports, data files and online screens to ensure technical solutions perform according to the specifications and meet defined business requirements
- Develop and maintain close business partnerships with your Functional Directors, Heads of and Managers whilst promoting the BA value proposition and service catalogues
- Lead, coach and mentor your direct reports to uplift their capabilities and achieve their own goals and career aspirations, and
- Perform complex analysis on existing systems
- Lead collaborative system design with the business units
- Signs timecards, prepares performance reviews, and handles discipline problems
- Maintain confidentiality agreements and adhere to all relevant legislation
- Design, source, deliver, and communicate data based insights and analysis across a wide variety of projects, based on high level requirements, a broad understanding of the business and multiple analysis techniques

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- Requirements Analysis - The ability to understand requirements and trace them back to business goals/objectives
  - Requirements Elicitation - The ability to discover and document requirements from stakeholders using a variety of different methods
  - Minimum of 4 to 6 years of Project management experience with participating in at least 2 Workday implementations
  - Strong knowledge of HR, Performance Management systems and ability to take the lead as the business systems analyst on HR Systems including Workday and ADP
  - Preferably Workday HCM and Compensation certified
  - Proven track record of developing a pipeline and winning programs