



# Example of Senior IT Business Analyst Job Description

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Our company is looking for a senior IT business analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior IT business analyst

- Own all templates for staffing, budgeting and costing for the IT Services Teams supported
- Maintain and publish supporting documentation for quarterly operating metrics, service reviews, management reporting packages and annual planning cycles
- Lead efforts to improve, automate and achieve synergies with current processes
- Work and coordinate cross-functionally with both operational and support groups to facilitate issue resolution
- Prepare ad-hoc analysis and participate in special projects where required
- Make final decisions on administrative or operational matters and ensure successful implementation of all program objectives
- Manage and communicate requirements throughout the software development lifecycle, including requirements prioritization and conflict resolution
- Provide guidance to help other BA team members identify the appropriate work products and deliverables while applying best practices to support critical or complex project assignments
- Assist in project design, development, testing and implementation activities
- Successful experience working in highly complex policy and organizational environments

## Qualifications for senior IT business analyst

- Experience in workflow development and administration, system administration, escalations, cron task manager and actions
- Experience in government contracts is a plus
- Experience in Maximo 7.6 is a plus
- 6+ years experience with project management and/or business analysis, prefer Agile experience