**NEWCASTLE UNIVERSITY**

**IT SERVICES**

**ASSISTANT BUSINESS ANALYST – Student Placement Opportunity**

**Salary £14,257**

**Further Particulars**

**I**

We are looking for an enthusiastic, self-motivated team player to join a team of Business Analysts responsible for the University’s Corporate Business Information Systems.

This is a fixed term post for 15 months (commencing June/July 2015) and an opportunity for a student to gain valuable work experience where they are studying a related discipline (such as Computer Science) and looking for a 3rd year placement opportunity.

The primary focus will be on the development and support of the SAP Student Information Systems. The SAP Student System is part of an integrated ERP solution and as such is integrated with HR, Finance, Logistics, CRM and SRM. It also interfaces with a large number of internal and external systems (Blackboard, Syllabus +, NESS, UCAS, HESA, SLC, UKVI).

It is therefore essential that the candidate can demonstrate flexibility, the ability to acquire new technical skills in a short time frame, and excellent organisational and communication skills.

If you would like to discuss this post informally, please contact

Barbara Barker (Student Systems Placement Manager)

- email [Barbara.barker@ncl.ac.uk](mailto:Barbara.barker@ncl.ac.uk) tel 0191 208 3925

or

our current student Assistant Business Analyst

Chris Thomas - email [chris.thomas@ncl.ac.uk](mailto:chris.thomas@ncl.ac.uk) tel 0191 208 8966

**How to apply:** Send your CV and covering letter to Barbara Barker at [Barbara.barker@ncl.ac.uk](mailto:Barbara.barker@ncl.ac.uk)

**Closing date for applications – 1st March 2015**

**Interviews expected to take place 11th March 2015**

**II**

# Main Purpose

# To assist the SAP student team in the design, development and support of the corporate business information systems in line with the strategic requirements of the University.

# Main Duties and Responsibilities

1. To support the current SAP student information production systems including the resolution of production application-related system problems.
2. To produce and amend high quality documentation for existing systems and processes
3. To assist the team with testing, including regression testing and data cleansing, as required to support the ongoing projects in the team, including system upgrades and support packages.
4. In accordance with the priorities set by the IT governance groups and in response to the expressed needs of key university process owners, to assist in the evaluation of new business systems solutions or explore enhancements to existing systems designed to support the key university business processes in line with the University’s Business Plan.
5. To gather and document detailed user requirements, and produce a detailed design report to meet the documented user requirements.
6. To model the system and set up prototypes to evaluate configuration options in order to ensure the best fit to the user requirements. To determine and assess any gaps between the new system and the user requirements and where appropriate to design workaround gap solutions and/or interfaces to other systems to ensure that the full business requirement is met.
7. To configure the system and to develop, test and document the solution to ensure that it meets the agreed requirements. To plan, document and run unit and system test cases to ensure that the system works as per the agreed design. To update related business process documents, to analyse reporting gaps and to perform integration testing to ensure that all parts of the new system are working according to specification, including any interfaces to other systems.
8. To assist in the co-ordination of user acceptance testing, either producing or quality assuring the key-user and end-user training material, and occasionally to conduct key user, end user and support staff training.