

**Senior Business Analyst****Salary: £49,764 - £52,805 (PO6)****Location: Bradford, Sir Henry Mitchell House (Hybrid)****Report to: IT Business Partner****About Us**

Bradford has established the Children and Families Trust, commissioned by Bradford Council to deliver a broad range of services for children, young people, and families across the district. The Trust is responsible for determining how the outcomes of these services are achieved and for the day-to-day management of commissioned children's services.

This marks a significant opportunity to transform how we support children, young people, and families in Bradford. We are revitalising services and building on the foundations of a newly formed organisation, combining the energy and innovation of a start-up with the national expertise of our Board, the strategic leadership of our senior team, and the practical experience of our dedicated colleagues. As an evolving organisation, Bradford Children and Families Trust is shaping its own purpose, vision, and goals for the future.

**Our Vision:**

For all children and young people in Bradford to be safe and able to realise their full potential.

**Our Purpose:**

To deliver high-quality services in partnership with others, helping to safeguard, support, and promote the welfare of children, young people, and families throughout the Bradford District.

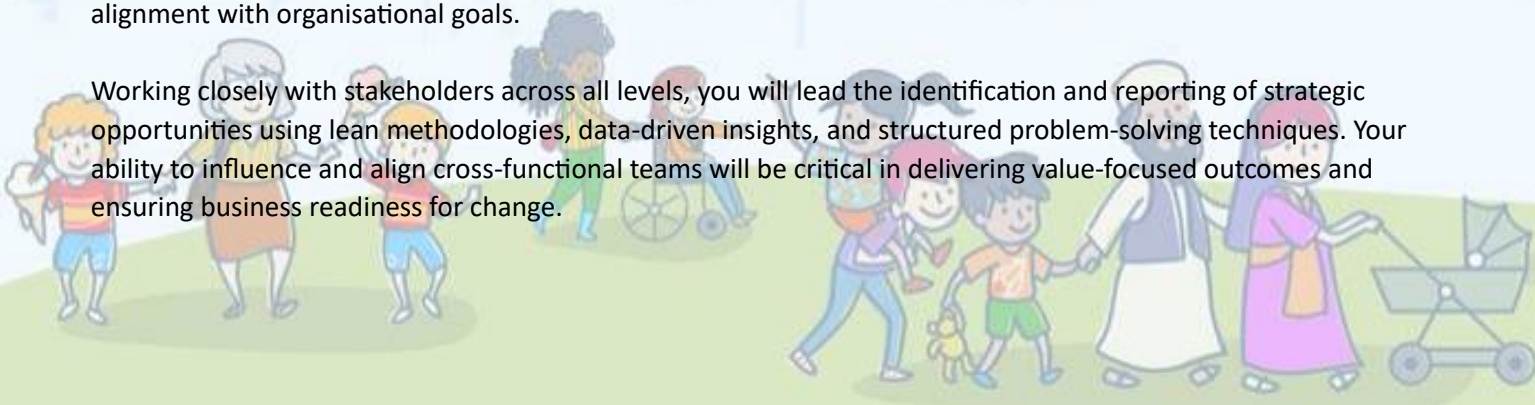
We are committed to achieving this through continuous service improvement and meaningful collaboration with our staff and partners—always placing children, young people, and their families at the heart of everything we do.

**Role Summary**

As a Senior Business Analyst, you will play a pivotal leadership role in driving strategic transformation across the organisation. You will lead the analysis and optimisation of business processes, identifying opportunities for improvement and standardisation to enhance operational efficiency and support the successful delivery of our Business Plan.

In this senior capacity, you will provide strategic direction and mentorship to the Business Analysis team, fostering a culture of continuous improvement and professional development. You will champion the adoption and implementation of best-in-class tools, frameworks, and methodologies—ensuring consistency, quality, and alignment with organisational goals.

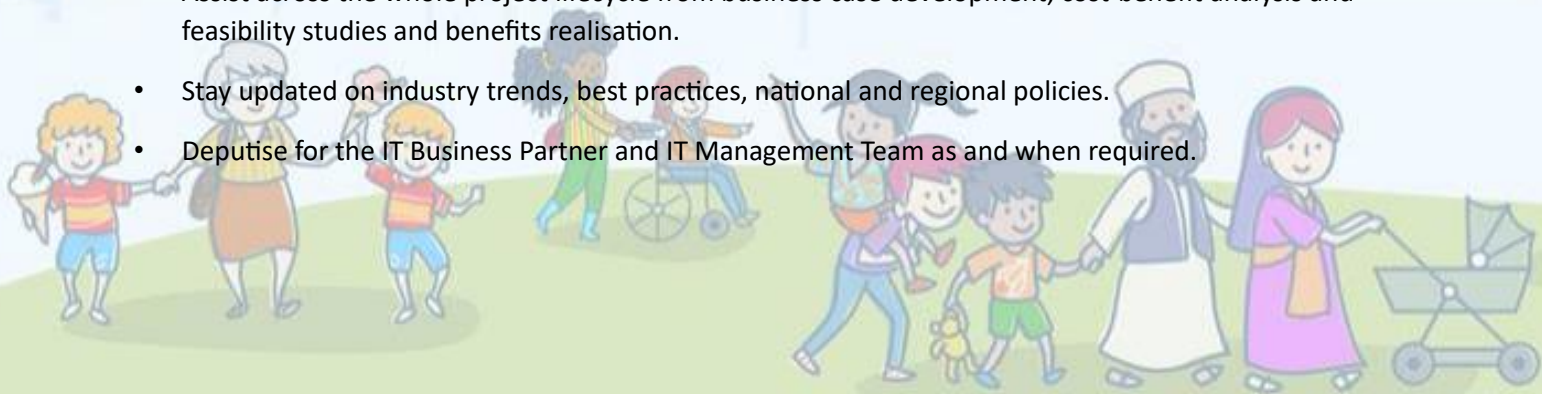
Working closely with stakeholders across all levels, you will lead the identification and reporting of strategic opportunities using lean methodologies, data-driven insights, and structured problem-solving techniques. Your ability to influence and align cross-functional teams will be critical in delivering value-focused outcomes and ensuring business readiness for change.



### Main Duties and Responsibilities



- Leadership and Management: Provide guidance, mentorship, and oversight to Business Analysts, ensuring alignment with organisational goals and standards.
- Development of the Business Analysis framework and tools set to standardise process.
- Strategic Planning: Develop and implement strategies to optimise business processes and enhance service delivery using best practices.
- Collaborate and communicate with internal teams, external partners and key stakeholders to understand complex business needs and develop strategies to meet organisational transformation, objectives, and requirements.
- Conduct workshops, interviews, and document analysis to elicit, evaluate, and document business process and requirements.
- To apply skills including evidence-based scoping and root-cause analysis, benchmarking, research, costings, data analysis, demand and capacity, end-to-end process mapping and redesign and benefits profiling to generate and evaluate options for future service delivery.
- Analyse, map current and future business processes; identify opportunities for optimisation to enhance service delivery using Best Practice.
- Support change management interventions after project deliverables and completion within time, quality and cost parameters
- Analyse and interpret complex data sets to provide actionable insights that inform decision-making processes to a variety of audiences.
- Collaborate with IT teams and service delivery professionals to propose practical and innovative solutions, ensuring alignment with business objectives.
- Prepare clear, concise, and detailed business analysis reports, contribute to business cases, and project documentation to support decision-making and funding requests.
- Support the implementation of changes by conducting impact assessments, training sessions, and providing guidance to stakeholders.
- Identify KPIs and benchmarks; monitor and evaluate the effectiveness of implemented solutions.
- Identify and contribute to the assessment and impact of key dependencies and interdependencies, and provide regular reports on business analysis delivery to the Programme or Project Manager
- Plan and schedule the Business Analysis activity to support the Programme and Project Managers overall planning.
- To manage business analysis interventions controlling risk and adhering to reporting protocols.
- Assist across the whole project lifecycle from business case development, cost-benefit analysis and feasibility studies and benefits realisation.
- Stay updated on industry trends, best practices, national and regional policies.
- Deputise for the IT Business Partner and IT Management Team as and when required.



## About you

- Relevant management experience and skills in leadership and management of Business Analysts, including the ability to mentor, guide, and oversee their work to ensure alignment with organisational goals and standards.
- To hold at least one professional certification: BCS in Business Analysis, APMG Certification in Business Analysis, Six Sigma, LEAN Practitioner, Digital Business Change, Business Process Modelling, Benefits planning etc.
- Proven experience as a Business Analyst, ideally within social care, public sector, or a related field.
- Strong analytical, logical and problem-solving skills with the ability to work with large data sets or complex process.
- Excellent communication and interpersonal skills to engage with stakeholders across different levels.
- Experience of undertaking RACI models (Responsible, Accountable, Communicative, Informed)
- Expertise in business process mapping, requirements gathering, and report writing.
- Proficiency in tools like MS Office, Power BI, and process analysis software (Visio).
- Understanding of project management principles and awareness of the software delivery life-cycle
- Effective listening and negotiating skills and ability to challenge, analyse and interpret complex information and present this to others in an easily understood way
- Knowledge of data analysis and data analysis techniques
- Enthusiastic, creative and positive attitude towards business analysis and children's services
- Ability to work effectively, as part of a team or on own initiative, achieving demanding deadlines and targets.
- Openness to learning new skills and development
- An understanding of critical role of business improvement and analysis work in supporting organisational transformation and change.
- Knowledge of safeguarding frameworks, children's services, and social care practices (desirable but not essential).
- A commitment to equality, diversity, and the values underpinning social care services.
- Familiarity with public sector practices, regulations and policies.



## ***Safeguarding Responsibilities***

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks.*

*We are an equal opportunities employer.*

