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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Business Systems Analyst  | Department | IT |
| Function | IT | Site | PDC, Peterborough  |
| Date | Nov 2019 | Approved by(manager) | Andrew Snell |

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| SECTION 2 – JOB SUMMARY |
| To provide support and development of the company’s core business systems and associated systems. Ensure the smooth operation of the company’s business systems and the business processes that rely upon them.Does NOT have responsibility or access to promote changes to the production environments for Movex, M3 or Sage. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| To provide support and administration on the Movex/M3 ERP system and its ancillary systems. These systems include the IBM iSeries, EDI, Streamserve, BACS and archiving software.  | 30% |
| Business Systems improvement. Analyse the company’s business systems and processes, recommending and implementing improvements where necessary. This activity relies upon the individual being a recognised expert on the business system and being able to use this expertise to assist and influence the wider business. | 20% |
| To assist in major IT projects and to manage IT projects where required. | 20% |
| MIS reporting. As part of introducing improvements and day-to-day business requirement, specify and design reports and information systems. Develop and implement the reporting solutions alongside the BI and development team. | 5% |
| Management of third party support providers. | 5% |
| Provide on-site training to small groups for Movex/M3 and in-house developed systems. | 10%  |
| Monitor system performance and carry out capacity planning exercises to ensure the reliable operation of company systems. | 10% |
| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level ) | Preferably Degree level |
| Years Experience) | Minimum of 5 years’ experience in a business systems analyst role. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Self-motivated, focused and possessing good time management.Ability to influence others.Experience with M3/Movex preferable but not essential.Experience of Financial processes.Experience of working in a manufacturing environment preferable.Database and reporting knowledge. |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility | Direct/Indirect Budget None | Size/Amount None |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role | To be based at our PDC Office. Travel to other sites, for project work.Provide out-of-hours on-call support on a rota basis. |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) |  0 |
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|  | Reports to  | IT Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |