

## Candidate Information

<b>Position:</b>	Business Analyst
<b>School/Department:</b>	AMIC
<b>Reference:</b>	26/113121
<b>Closing Date:</b>	Monday 16 February 2026
<b>Salary:</b>	£41,519 - £49,536 per annum.
<b>Anticipated Interview Date:</b>	Friday 27 February 2026
<b>Duration:</b>	3 years

### **JOB PURPOSE:**

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.

We are recruiting an enthusiastic, highly motivated individual with proven business and technical knowledge to lead business analysis, planning and reporting activities within AMIC.

The Business Analyst will be responsible for providing dedicated professional services support in data management, modelling, visualisation and analysis and will deliver process improvements and technology-led advancements to digitise and further automate AMIC systems as the organisation grows.

The postholder will be based in the AMIC offices in Belfast, working with AMIC colleagues there, but will work collaboratively with colleagues from across the wider Faculty, University functions and external stakeholders in defining user and business needs, enabling effective design and development of services and the delivery of transformative solutions.

### **MAJOR DUTIES:**

1. Leading ongoing reviews of business processes and systems, comparing to best practices / emerging practices and developing optimisation strategies. Performing requirements analysis, gathering and analysing key information. Analysing, evaluating and refining business processes, capturing business requirements, uncovering areas for business improvement, and designing, developing and implementing solutions.
2. Planning & Reporting - Applying BI software for developing Business Intelligence reporting and analysis solutions visualising data using charts and graphs. Developing Scorecards to support the successful Operational and Strategic activities across AMIC.
3. Lead Business Analysis activities delivering key insights to support effective AMIC decision making across areas such as Resource Planning, Financial Planning, and Customer Service Delivery. Provide support to analysing competing resources and priorities and support to the developing and implementing of business cases, to progress the delivery of AMIC objectives.
4. Modelling - Creating financial and business models using spreadsheets or other software and developing solution-oriented strategies using cost-benefit analysis or SWOT analysis.
5. Solution Delivery - Implementing IT advancements to automate and modernise systems, ensuring solutions meet business needs and requirements.

6. Presentation - Conducting meetings and presentations to share ideas and findings. Preparing and presenting appropriately detailed reports in relation to relevant analyses to cross-functional team members and management and occasionally with clients. Conducting meetings and presentations to share ideas and findings. As well as documenting and communicating through reports.
7. Communications, Engagement and Stakeholder Management - Pro-actively liaise with key service users to establish and implement strategic services. Build relationships and influence internal staff - project leads and technical leads, internal contributors, and external partners (Industry, Academic Partners and Government Agencies). Manage and co-ordinate relevant internal and project communication including production of reports and management information for managers, committees, and appropriate publications.

**ESSENTIAL CRITERIA:**

1. Honours Degree, or equivalent in Computer Science or Business or related field.
2. Recent, relevant experience in business analysis or related field with evidence of the following:
  - Exceptional analytical and conceptual thinking skills.
  - Performing requirements analysis and leading reviews of business processes/systems and developing optimisation strategies.
  - Problem solving skills - uncovering areas for improvement and experience in developing and implementing solutions –being up to date with emerging digital advancements to automate and modernise systems.
3. Recent, relevant experience in business analysis or related field with evidence of the following:
  - Using data management systems, developing data strategies and developing Business Intelligence (BI) strategies and solutions.
  - Strong technical skills.
  - Experience of reporting and producing a range of documentation to support a range of stakeholders
  - Experience of working with, and of managing competing resources and priorities and of meeting business deadlines.
4. Ability to influence stakeholders and work closely with them to determine acceptable solutions.
5. Excellent interpersonal skills, with an ability to establish and maintain effective working relationships in a team environment.
6. Ability to understand and present complex information to a range of audiences.
7. Ability to influence stakeholders and work with them to determine most effective solutions. Evidence of positive negotiation and influencing skills.

**DESIRABLE CRITERIA:**

1. Relevant postgraduate qualification such as MBA, Masters in Computer Science (or related).
2. Good understanding of emerging technology trends.