

## Business Analyst Job Description

### Key Responsibility:

As a member of the strategic Cybersecurity Enhancement Initiative, the key function of the Business Analyst is to analyze and document the relevant processes and systems, while ensuring alignment with the client's cybersecurity standards. The main outcome will be the creation and maintenance of specific project requirements to match the final cybersecurity software product and process with expected project and cybersecurity outcomes.

### General Responsibilities:

- The Business Analyst is accountable for documenting and analyzing business system requirements in such a way that the business team members understand and approve them, and other project team members can successfully use them to develop the solution.
- The Business Analyst ensures the solution meets the cybersecurity and project requirements. Should have strong understanding of business processes, cybersecurity and analyzes complex business problems to be solved with IT technologies.
- It is desired that the Business Analyst has cybersecurity experience, preferably within the flaw remediation and malicious code capabilities.
- Develops detailed functional, system and project specific requirements.
- The Business Analyst is also expected to work within the established project execution framework.

### Decision Making:

- Makes decisions and recommendations on highly technical or complex issues and without formal guidelines or precedents and exercises resourcefulness and ingenuity to interpret policy.
- Works closely with cybersecurity solutions architect and the project manager to review and confirm the decision(s).

### Duties:

- Will be assigned to 3 or 4 cybersecurity projects that belong to the cybersecurity improvement program.
- One of the core duties of the Business Analyst is to lead the project team in prioritizing, validating and documenting project requirements.
- Will need to work closely with cybersecurity solution architect, solution architect and the project manager to ensure that assigned projects meet the cybersecurity and project requirements.
- Involved in highly complex matters and business systems processes that have impact for the organization and that involve Senior Management strategic decisions.
- Will also be assigned to a help oversee a cybersecurity capability to ensure that the projects executives its portion of requirements within this capability and that the overall requirements of the capability are addressed.
- Conducts/facilitates user requirements/user story/backlog development sessions; documents assumptions and constraints.
- Reviews and approves business process models and system data flow maps Leads definition of requirements with project teams and business users, translating business needs into documented requirements and use cases that can be used by developers to create software, by application specialists to configure software, or by infrastructure specialists to develop technical solutions.
- Validates and approves requirements with project teams and business users, translating business needs into documented requirements and use cases to create and configure software by application specialist, or by infrastructure specialists to develop technical solutions.
- Builds and maintains effective relationships with the project business stakeholders, cybersecurity office, project team members and other members of the cybersecurity improvement program.
- Tracks requirements and deliverables to ensure that business requirements are being met for the assigned projects.

- Confirms business requirements that may change due to development or technical decisions or due to scope changes or technical changes from vendor or other sources.
- Develops project documentation including processes, user guides, support documentation, reference guides.
- Completes assessment and analysis of various options to support project decisions.

### Key Skillset:

- Analytical thinker with the ability to understand difficulties or issues, visualize them, analyze them, and then resolve them. This also includes proficient research skills, logical thinking, and presentation skills. A strong background with different analytical techniques including Interface Analysis, Feasibility Analysis, and SWOT Analysis is preferred.
- Effective Problem-solver capable of studying the problem, analyzing the available options, and then suggesting the best choice. Ability to observe a problem from different angles within the business, including a target user and that of a technical expert.
- Effective team player with strong verbal, written, documentation and presentation skills.
- Intermediate to advance knowledge of Microsoft Suite including Excel and Visio.
- Able to work with little direction.

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