

Business Analyst



Department: Business Analysis (and part of wider IT team)

Location: Lutterworth

Hours: Mon-Fri (9am-5pm)

Start: ASAP

Reporting to: Digital Solutions Manager

Salary: £28,000 - £35,000 dependant on experience

About the Role

Our Business Analyst (BA) role is ideal for someone who thrives in gathering and analysing business requirements while also leading project delivery from inception to completion. The successful candidate will collaborate with stakeholders, manage timelines, and ensure project success through effective planning, communication, and execution.

At Elmhurst Energy, software is at the heart of what we do. Our expertise in IT applications is at the core of our business success, playing a key role in maintaining our position as the building energy rating industry leaders promoting the Elmhurst brand through the development of quality software.

As a BA you would be the business advocate within product development, collaborating with stakeholders throughout the company and externally to ensure high quality and on-time delivery. You would achieve this through proactive communication with both technical and non-technical stakeholders.

Key Responsibilities

Product Development Collaboration

- Gather, document, and analyse business requirements from stakeholders.
- Develop and maintain detailed business requirements, user stories, and acceptance criteria.
- Facilitate workshops and meetings to elicit requirements and align on project goals.
- Support the creation of wireframes, prototypes, and functional specifications
- Collaborate with technical teams to ensure requirements are understood and met.

Project Plans & Industry analysis

- Ensure the necessary completion of documentation, such as user stories, product specifications and business requirement documents, to demonstrate adequate controls.
- Develop and maintain project plans, schedules and budgets. Manage stakeholder expectations and ensure alignment throughout the project lifecycle.
- Provide industry and legislation analysis, feasibility studies and lead on strategic evaluation of current systems and processes.

Performance & Process Management

- Responsible for complaint KPIs and ensuring all timeframes are met.
- Identify recurring issues and recommend improvements

Key Competencies

- Analytical Thinking & Problem-Solving
- Requirements Gathering & Documentation
- Stakeholder Communication & Collaboration
- Business Process Modelling & Improvement
- Technical Understanding & Data Analysis

About you

People are what make Elmhurst great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

We are seeking an individual who possesses a strong 'Can-Do' attitude, willing to go the extra mile to provide a positive customer experience.

Our Ideal candidate will have:

- Analytical thinker with a problem-solving mindset
- An excellent communication style enabling you to maintain and develop relationships within the Information technology teams and throughout the organisation.
- High attention to detail and ability to manage sensitive information.
- Strong organisational and time management skills.
- Ability to work independently and collaborate effectively

Preferred (but not essential) skills and qualifications:

- Relevant working experience in a similar role, including information management data analysis, agile project planning and control or a detailed knowledge of the EPC accreditation scheme industry.
- Educated to a minimum of GCSE or equivalent standard

Application process

- Our preferred application route is through our careers page on our website.
- Alternatively you can send your CV with introduction to hr@elmhurstenergy.co.uk



First Stage

We like to start with an initial 10 to 15 minute telephone conversation. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further for both of us.



Interview

Successful candidates will then be invited to attend an interview. We prefer this to be in person at our Lutterworth office.

Benefits

As well as being part of a great team, here are some of the other great benefits of being a part of the Elmhurst team.



Competitive Salary

Opportunities for growth in pay and company bonus



Health & Wellbeing

Private medical cover and BUPA cash plan available



Development Opportunities

We invest in training to help our people develop and grow



Flexible Working

We have adapted to hybrid working (dependant upon role)



Holiday Purchase

Opportunity to purchase holidays in addition to our 25 days



Social Events

Our social committee arranges regular team activities