

## BUSINESS ANALYST

<b>Job Title</b>	Business Analyst
<b>Salary Scale</b>	Competitive
<b>Working Pattern</b>	9am – 5pm, Monday to Friday with one hour for lunch
<b>Reports To</b>	Finance Director
<b>Job Purpose</b>	To apply business analysis principles and techniques to design, implement and improve operational processes and technology, bridging the gap between legal teams and IT to drive efficiency and business goals. Assess business processes, identifying requirements for new systems or improving on the utilisation of current systems, and delivering fact based recommendations, with a focus on technology and process optimisation. Perform a project management/training role as required.
<b>Management Responsibility for</b>	None

Murray Beith Murray is one of Scotland's leading private client law firms. For over 175 years we have specialised in meeting the legal, financial, and administrative needs of individuals and families, trusts, charities, and private companies.

### Main Duties and Responsibilities

- **Requirements Gathering:**

Eliciting, documenting, and refining business and functional requirements from various stakeholders, including partners and fee earners.

- **Process Analysis and Improvement:**

Assessing existing business processes, mapping workflows, and identifying opportunities for efficiency and value creation. Develop and document recommendations for improvement, utilising technology as appropriate.

- **Implementation:**

Once approval has been obtained implement recommendations, including where applicable, project management, user testing and analysis and training thereon.

- **Stakeholder Communication:**

Acting as a liaison between business users, IT teams, and other stakeholders to ensure solutions align with business needs.

- **Project Management:**

Perform project management duties when required to include :-

- **Managing the project lifecycle:** This includes planning, organising, executing, monitoring, and evaluating projects.
- **Budgeting and financial control:** Ensuring projects stay within budget and managing financial aspects of legal matters.
- **Risk management:** Identifying and mitigating potential risks associated with projects.
- **Resource allocation and coordination:** Working with legal teams, IT staff, and external vendors to ensure resources are effectively utilised.
- **Communication and stakeholder management:** Facilitating clear communication between the stakeholders.
- **Process standardisation and improvement:** Establishing and implementing efficient processes for legal and business support work.
- **Leveraging technology:** Utilising legal tech and digital tools to enhance project management and client service.

- Support users to ensure they understand processes and systems and utilise these to their fullest capability
- Ensure documentation is prepared and up to date on system and business processes as required
- To provide training and support for staff/partners affected by system and process change as required

This job description provides an overview of the key duties and responsibilities for this role and is not intended to be exhaustive.

## **Skills, Knowledge, and Experience**

### **Essential**

- Proven experience as a Business Analyst, in a professional services environment, preferably legal.
- Proficiency in business analysis methodologies including requirements gathering, process mapping and documentation, functional specification. Strong, proven implementation/change management skills thereafter.
- Strong understanding of legal operations, terminology, and systems (e.g. Document/Case management systems, Practice management systems, etc)

- Ability to work on multiple projects concurrently.
- Excellent stakeholder management skills
- Excellent interpersonal and communication skills, both written and oral, with the ability explain complex information simply
- Strong analytical and problem solving abilities
- Strong time management and organisational skills
- Highly motivated and the ability to plan and prioritise own workload
- Excellent collaboration, facilitation, team building, presentation and change management skills
- Experience with collaboration platforms (e.g. SharePoint, MS teams etc)
- Analytical mindset with the ability to find solutions to problems as they arise, including the recommendation and implementation of improvements to current and potential new IT solutions
- Strong project management skills including a good understanding of project management methods, tools and techniques

### **Desirable**

- Degree in Business, Law, IT or related field
- Business Analysis/Project Management qualification

If you wish to apply for this role, please send your CV and Covering Letter, via e-mail to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk)