



UNIVERSITY OF
BATH

Senior Business Analyst & Business Analyst

Candidate Pack



April/May 2026

Welcome

The University of Bath is a remarkable place to work. We combine academic excellence, strategic ambition and a genuine commitment to our people in a way that makes this institution stand out. In the 2026 Complete University Guide, we are ranked 8th in the UK, and in The Times and The Sunday Times Good University Guide 2026, we are ranked 7th — the highest-ranked university in the South West of England. In the QS World University Rankings 2026, Bath is ranked joint 132nd out of 1,501 universities worldwide, and we hold triple Gold in the Teaching Excellence Framework, the highest possible rating for teaching quality. But rankings only tell part of the story. What makes Bath genuinely rewarding is the culture: collaborative, curious and committed to doing things well.

I lead Planning, Performance and Strategic Change, the department responsible for translating the University's strategic ambitions into real, measurable outcomes. Within PPSC, the Strategic Projects Office sits at the heart of how the University makes decisions, manages risk and delivers change that lasts. It is serious, impactful work, and it requires people who bring both analytical rigour and sound professional judgement to everything they do.

This is an exciting moment to join us. The University is investing in high-priority strategic programmes that will generate meaningful efficiencies and build long-term organisational capacity. Our Business Analysis team plays a central role in that work, and we are now looking for talented Business Analysts at both Grade 7 and Grade 8 to strengthen and shape what we do. Whether you are an experienced Senior BA ready to lead at the most senior level, or a skilled BA looking to develop your practice in a complex, high-stakes environment, these are roles that offer genuine scope and genuine challenge.

I should be direct about what we are looking for. These are Business Analyst roles, not Data Analyst roles. We need people who understand business analysis as a discipline: who can scope problems, facilitate workshops, build robust business cases and work with confidence alongside senior leaders and Executive Board sponsors. If that describes you, I would very much encourage you to apply.

Laura Clapp
Deputy Director of PPSC,
Planning, Portfolio and
Delivery

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The Roles

Two Roles at the Heart of Strategic Change

The University of Bath is recruiting two Business Analysts into the Strategic Projects Office within Planning, Performance and Strategic Change: one at Grade 7 (Business Analyst, 12-month fixed-term contract) and one at Grade 8 (Senior Business Analyst, permanent). Both sit within a growing Business Analysis team that delivers expert analytical capability across the University's most important strategic programmes and projects.

These are not administrative or data-focused roles. They require genuine business analysis expertise: the ability to scope problems clearly, map and redesign processes, build business cases, manage benefits and engage effectively with a wide range of stakeholders. PPSC's work is guided by three core principles — **Collaboration, Clarity and Capability** — and you will be expected to bring all three to your practice from day one.

Initially, both roles will focus on high-priority strategic programmes that require significant discovery work to identify where efficiencies can be found and where organisational capacity can be built. This work is critical to the University's future, and your analysis will directly shape the decisions that drive it.

Leading Business Analysis at Grade 8

At Grade 8, you will play a pivotal role in shaping the most complex and strategically important work across the SPO, while working within a function led by the Lead Business Analyst. You will operate with a high degree of autonomy on major programmes, partnering with Executive Board sponsors, senior project leads and members of the University's Senior Leadership Team to scope, shape and deliver change that matters.

You will lead discovery, business case development and benefits realisation on high-impact initiatives, translating institutional priorities into practical, deliverable outcomes. The role carries real breadth and influence: you will advise on feasibility, impact, risks and options, facilitate workshops with senior stakeholders, and turn complex conversations into clear, well-structured analysis artefacts.

Alongside this, you will help strengthen the wider business analysis community by mentoring less experienced colleagues and sharing your expertise, contributing to a consistent and capable function across PPSC. This is a permanent role offering long-term scope to shape the University's most strategically important programmes.

Contributing as a Business Analyst at Grade 7

At Grade 7, you will apply established business analysis skills across a range of university functions and strategic programmes. Working closely with the Senior BA and the wider SPO team, you will support scoping, requirements gathering, process mapping, business case development and benefits tracking across the portfolio.

You will engage and influence a wide range of stakeholders, from subject matter experts to senior project sponsors, and contribute the analytical insight that enables programmes and projects to make informed decisions and deliver successfully. This is a 12-month fixed-term role with real responsibility from day one and clear opportunity to demonstrate your expertise in a high-profile environment.

Your Impact

Shaping Strategic Decisions

Your analysis will inform how the University prioritises investment, allocates resources and manages risk. You will help senior leaders make faster, better-informed decisions and ensure programmes are built on solid foundations

Delivering Measurable Benefits

You will identify, map and track benefits across strategic programmes, ensuring promised outcomes are actually achieved. Your work will have a tangible impact on the University's efficiency, capacity and long-term performance.

Building a Stronger BA Function

You will help develop a more consistent and capable BA practice across PPSC, mentoring colleagues, building frameworks and translating best practice into ways of working the whole organisation can engage with.

Connecting Strategy to Delivery

You will close the gap between the University's strategic ambitions and the programmes that deliver them, translating institutional priorities into tangible outputs and keeping a relentless focus on outcomes.



Key Responsibilities

Strategic Analysis and Project Shaping

Work alongside the Lead Business Analyst and Deputy Director of Portfolio Management on early scoping and discovery for new programmes and projects. Lead requirements analysis, translating strategic objectives into tangible outputs and benefits. Lead business case development with Finance colleagues. At Grade 8, provide thought-leadership on BA practice and advise senior leaders on feasibility and risk.

Benefits, Reporting and Risk Management

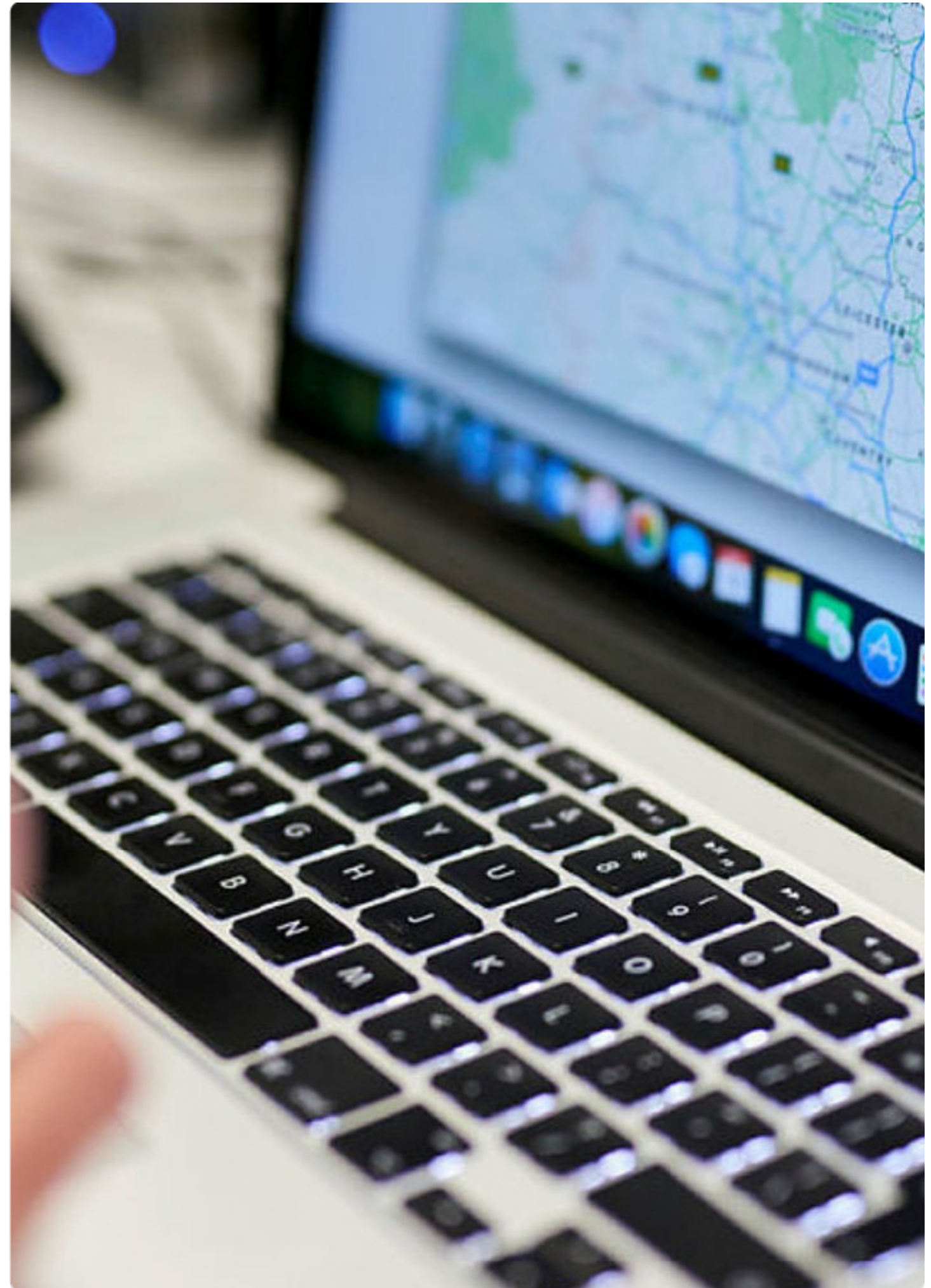
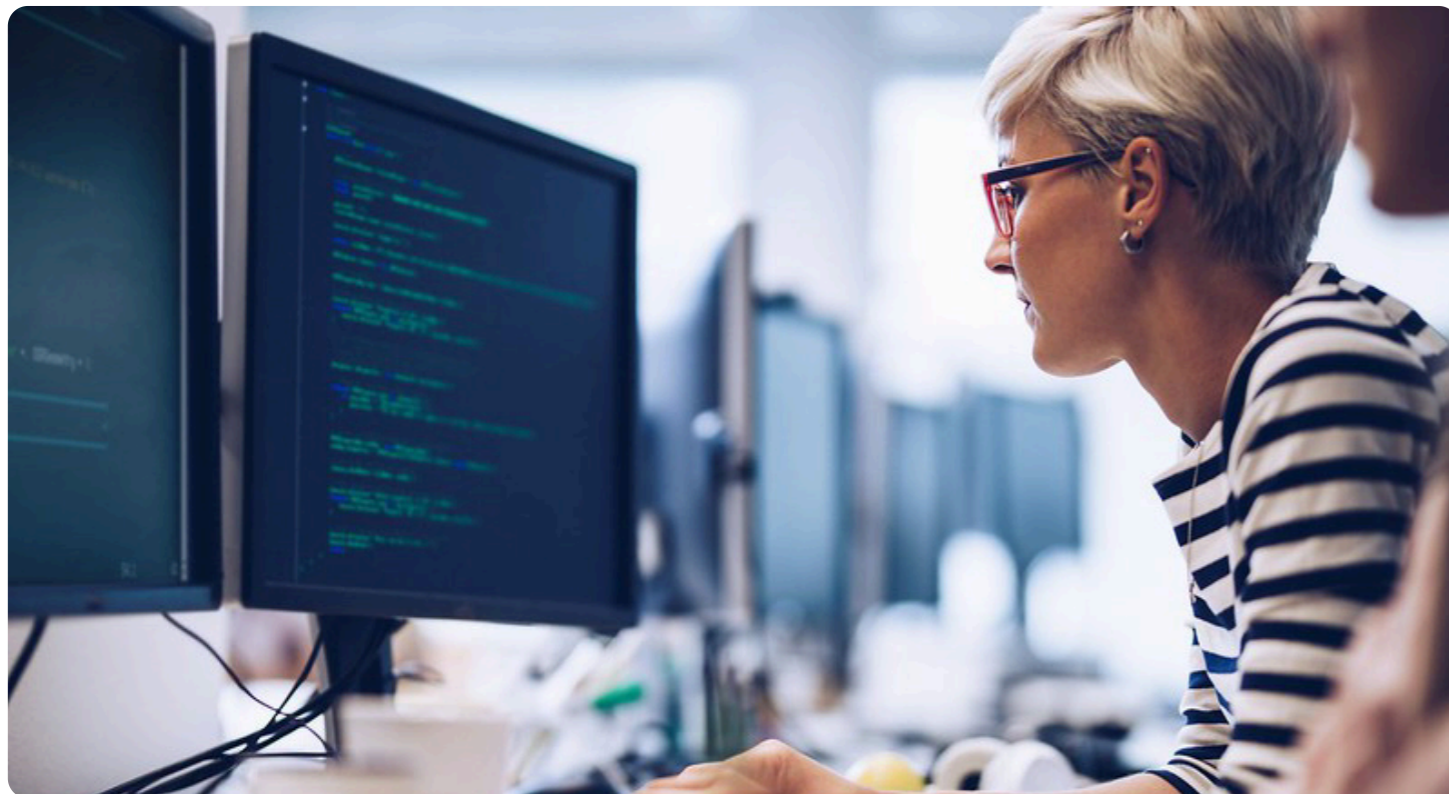
Identify, define, evaluate, plan, track and realise business benefits across programmes and projects. Analyse and manage risks, issues and interdependencies, driving solutions through senior stakeholder engagement. Translate requirements into delivery metrics and gather benchmarking evidence to validate benefits. Lead portfolio reviews, evaluating progress, methodology and continued relevance.

Stakeholder Engagement and Communication

Build effective relationships across the University with academic staff, professional services colleagues and senior leaders. Lead workshops covering requirements-gathering, process redesign and benefits identification using industry best practice. Manage stakeholders with sensitivity to their varying influence and interest. At Grade 8, engage directly with Executive Board sponsors and support governance boards with high-quality analysis.

Team and Capability Development

Coach colleagues and project teams on complex business analysis to ensure a consistent, best-practice approach. Contribute to the SPO Framework around BA tools, templates and benefits management. Produce high-quality artefacts including process maps, options appraisals and business cases. At Grade 8, supervise and mentor BA colleagues, manage contractors and lead training for non-technical staff.



The Candidate



Essential Requirements

Qualifications and Training

- Undergraduate degree or equivalent experience
- Business Analysis qualification and/or appropriate experience (Grade 7); Programme or Project Management qualification and/or extensive specialist experience (**Grade 8 – Essential**)

Knowledge and Experience

- **Knowledge of business analysis tools and methods and their application in a large, complex organisation; at Grade 8, expert-level knowledge with the ability to provide thought-leadership across the institution**
- Knowledge of project management frameworks and methodologies
- **Experience of risk, opportunity and issues management**
- Financial management knowledge, including budgeting and cost control
- **Experience of stakeholder and communications management with a working knowledge of change management principles**
- **Experience of business process mapping and workshop facilitation**
- **Experience of business case development and benefits management**
- Experience of working with formal project governance arrangements
- **At Grade 8: extensive operations management experience; significant experience across multiple simultaneous projects; experience of leading stakeholders to define business needs, building consensus and obtaining approval**

Desirable Requirements

- Operations management knowledge and experience (Grade 7)
- Resource capacity planning experience
- Change control and transition management
- Assurance and quality review experience
- Experience of working with and producing dashboard reports
- Supplier management experience (**particularly relevant at Grade 8**)
- Experience of working in higher education or a similarly large and complex institutional environment

Skills and Aptitudes

- Strategic analysis skills, including the ability to translate strategic objectives into measurable outcomes and deliverable project outputs
- Highly developed analytical skills, including the ability to model structures, data and processes
- Excellent people engagement skills, including leadership and influencing at all levels
- Strong interpersonal and communication skills, with the ability to adapt style for diverse audiences across Academic and Professional Services
- Ability to work effectively as part of a team and individually, with high levels of initiative
- Demonstrably outcome-focused
- **At Grade 8:** thought-leadership capability and highly effective leadership and management skills, including the ability to supervise, mentor and motivate colleagues

What We're Really Looking For

Genuine business analysis expertise. We need people who understand business analysis as a distinct discipline: who know how to scope a problem before reaching for a solution, who can run an effective workshop, build a business case that holds up to scrutiny and define benefits in a way that is credible and trackable. If your background is primarily in data analysis or data science, these are probably not the right roles for you. If business analysis is what you do and what you are good at, we very much want to hear from you.

Confidence with complexity and seniority. The University is a large, complex organisation with senior stakeholders who have strong views and competing priorities. You will need to be someone who can hold their own in a room with an Executive Board sponsor, challenge constructively, build consensus and move things forward. At Grade 8 in particular, you will need to be credible at the most senior levels of the institution from the outset. At Grade 7, you will need to demonstrate that you are ready to operate in that environment and grow within it.

Commitment to collaboration, clarity and capability. We are not looking for people who want to work in isolation or who are satisfied with outputs that are technically correct but hard for others to use. We want people who care about the quality of their work, who communicate with clarity, who invest in their colleagues and who are motivated to help the BA function at Bath become genuinely excellent. These are our principles, and we expect everyone in the team to live by them.

Life in Bath

Bath is a city that seamlessly blends history, culture, and modern living. Known for its stunning Georgian architecture and Roman-built baths, this UNESCO World Heritage Site offers a unique living experience.

Lifestyle and Amenities

Living in Bath means enjoying a vibrant cultural scene, with numerous museums, galleries, and theatres. The city is also famous for its festivals, including the Bath Literature Festival and the Bath International Music Festival. For those who enjoy the outdoors, the surrounding countryside provides beautiful landscapes for walking, cycling, and other recreational activities.

Transport and Connectivity

Bath is well-connected by public transport, with regular train services to London, Bristol, and other major cities. The city's compact size makes it easy to get around on foot or by bike. Additionally, Bath's strategic location offers convenient access to major business hubs, making it an ideal place for professionals who travel frequently.

Family and Wellbeing

Bath boasts excellent facilities for maintaining a healthy and balanced lifestyle. The city is home to numerous parks, spas, and wellness centres, providing ample opportunities for relaxation and recreation. For families, Bath offers a safe and nurturing environment with top-rated schools, family-friendly activities, and a strong sense of community.



Your Application

Role title: Senior Business Analyst (Grade 8, permanent) and Business Analyst (Grade 7, 12-month FTC)

Reporting to: Laura Clapp, Deputy Director of PPSC, Planning, Portfolio and Delivery

Closing date for applications: Tuesday 19 May 2026

Interview and selection process

The selection process is designed to assess business analysis expertise, stakeholder engagement capability and strategic thinking. It includes:

- Application with qualifying questions
 - Remote business analysis assessment task (date to be confirmed, administered by HR)
 - In-person panel interview
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Equal opportunity

At Bath, we recognise that diversity is our strength. Our differences in background, culture, and perspective enrich our learning environment and help us to tackle some of the most pressing challenges facing our society. We have an excellent international reputation with staff from over 60 different nations and have made a positive commitment towards gender equality and intersectionality, receiving a Silver Athena SWAN award. We truly believe that diversity of experience, perspectives, and backgrounds will lead to a better environment for our employees and students, so we encourage applications from all genders, backgrounds, and communities, particularly from under-represented groups, and value the positive impact that this will have on our teams. We are very proud to be an autism-friendly university and an accredited Disability Confident Leader, committed to building disability confidence and supporting disabled staff. Be part of a community that values and celebrates diversity in all its forms.

Applicant Privacy

The University of Bath is committed to protecting your personal data and processing it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Any personal information you provide as part of your application will be used solely for the purposes of this recruitment process and will be handled securely and confidentially. Your data will be shared only with those involved in the selection process and will be retained in line with the University's data retention schedule. For full details of how we collect, use, and store your personal data — including your rights as a data subject — please refer to our Applicant Privacy Notice at: <https://www.bath.ac.uk/legal-information/applicant-privacy-notice/>



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Thank you for your interest in this position.

We look forward to receiving your application.



Scan QR or follow the link to apply:
<https://www.bath.ac.uk/jobs/KW13587>