

# Sample Business Analyst Job Description

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**CEB Applications Leadership Council**





Describe the responsibilities, time allocation, and background that make a candidate a good fit for the BA role.

## SAMPLE BA JOB POSTING

### Job Summary (for Mid-Level BA)

#### Key Responsibilities

- Works with business partner to elicit high-level requirements and capture business needs
- Clearly articulates and documents business requirements
- Assesses the risks of various solutions and prioritizes competing business demands
- Manages ongoing relationship with business partner to drive satisfaction with IT
- Coordinates project delivery by participating in design reviews and walk-throughs to communicate systems designs and validate proposed solutions
- Obtains key inputs from enterprise architecture teams and identifies solution interdependencies
- Engages with knowledge workers to incorporate usability and user interface needs when designing systems
- Proactively resolves customer satisfaction issues
- Negotiates contracts, manages relationships, and monitors vendor performance against SLAs

#### Education and Experience

- Broad IT domain experience in three or more of the following areas IT areas: Applications Development, Enterprise Architecture, Project Management, Vendor Management, Quality Assurance, Infrastructure, and Maintenance and Support
- Bachelor's degree in any field
- Advanced degrees are preferred
- Demonstrated ability to communicate in both verbal and written communication
- Demonstrated analytical skills
- Basic understanding of information technology and business concepts
- Familiarity with general business functions
- Problem solving and strong communication skills

#### Time Allocation

- 30% capturing business needs and shaping requirements through dialogue with business sponsors,
- 20% understanding end-user requirements,
- 25% working on solution design and communicating with solutions team,
- 10% project management,
- 10% integration planning/dependency management/business process mapping, and
- 5% supporting testing.

# Learn More



CEB identifies the best business solutions to challenging functional and IT management problems facing senior IT executives. Our solutions are vendor independent, peer informed, and immediately actionable, helping our members elevate corporate performance by becoming not just better IT managers but better business leaders.

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