

## Junior Agile Business Analyst (with Scrum Support) JOB DESCRIPTION & PERSON SPECIFICATION

NAME:  
COMPANY: BI WORLDWIDE  
DIVISION: Technology Solutions Group  
REPORTS TO: Chief Technology Officer

### OBJECTIVES OF ROLE:

To provide support to Agile delivery teams through basic business analysis activities and administrative support for Scrum ceremonies. The role assists with requirements documentation, process analysis, backlog maintenance, and sprint-related tasks under supervision.

### Principal Responsibilities:

#### Business Analysis

- Assist in gathering and documenting business requirements, user stories, and acceptance criteria.
- Support the analysis and mapping of business processes and workflows.
- Contribute to requirements workshops and meetings by capturing notes and actions.
- Assist in producing simple functional documentation and process diagrams.
- Support user acceptance testing by preparing test cases, recording results, and tracking defects.
- Maintain documentation relating to system changes and operational processes.

#### Agile / Scrum Support

- Assist in organising and supporting Agile ceremonies (daily stand-ups, sprint planning, reviews, retrospectives).
- Maintain Agile artefacts such as team boards, sprint backlogs, and basic progress tracking.
- Record actions, decisions, and issues arising from ceremonies and ensure follow-up.
- Support the Product Owner with routine backlog administration tasks.
- Promote adherence to Agile practices within the team.

### Person Specification:

#### Essential

- Basic understanding of Agile methodologies.
- Basic knowledge of business analysis concepts and documentation standards.
- Good written and verbal communication skills.
- Ability to work collaboratively within a team.
- Strong organisational skills and attention to detail.
- Competent in using standard office software (e.g., Word, Excel).

Desirable

- Familiarity with Agile tools (e.g., Jira, Azure DevOps).
- Experience using process-mapping applications.
- Exposure to software development or project delivery environments.
- Foundation-level training or certification in business analysis or Agile.