

Position Title	Ecommerce Business Analyst
Reports To	Ecommerce Project Manager
Overall Job Purpose	<p>At Direct Wines, we're looking for a multi-talented Business Analyst to join our growing in-house Ecommerce team.</p> <p>Reporting to our Project Manager, you'll be working within our Front End Ecommerce team to define and help deliver an ever-expanding roadmap of Web and Email projects.</p> <p>The successful candidate will need strong experience of working with Front End development teams within a Business Analyst capacity. They should be familiar with Agile development methodologies and confident working with a wide range of stakeholders across the business, including IT and Marketing colleagues at all levels.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Working with a wide variety of stakeholders to gather business requirements, holding meetings and workshops as required • Investigating and evaluating options, defining solutions and producing specification documents for Web and Email projects, ready for design and development. To include: user stories, use cases, process mapping, acceptance criteria and functional specifications where applicable • Supporting system analysis, development and testing activities as required • Developing a deep understanding of our technical ecosystem, both front end and back end, in order to help define solutions and catch any unintended consequences • Working closely with IT colleagues on wider business projects to help specify development work • Contributing to overall project delivery as part of our Agile team
Skills, Qualifications and Experience	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline or equivalent experience • Experience working in a Business Analyst role within an Ecommerce/ Online Retail environment

	<ul style="list-style-type: none"> • Technically savvy, able to navigate complex and multiple systems • Excellent verbal and written communication skills. Able to interact effectively with a wide range of business and technical stakeholders • Proven ability to understand complex business and technical requirements and turn them into clear stories and specification documents
<p>Personal Qualities and Skills</p>	<ul style="list-style-type: none"> • Strong organisational skills. Able to multi-task and deliver to deadlines • Excellent interpersonal skills, able to interact effectively with colleagues at different levels and functions • Extreme attention to detail • Positive, proactive and flexible, ready to adapt to a fast-paced environment and to move quickly from one task to another, willing to “go the extra mile” when needed
<p>Reviewed</p>	<p>Aug 2020</p>