

Job Title: Digital & Technology Business Analyst
Department: Digital & Technology Delivery
Contract Status: Full time / Permanent
Hiring Manager: Margherita Ceraolo
HR Contact: Felicity Kelly

Job Description: Digital and Technology Business Analyst within a FTSE 250 Property Investment and Development Company

An exciting new role has arisen for a Digital and Technology Business Analyst to join the team at Great Portland Estates plc (GPE).

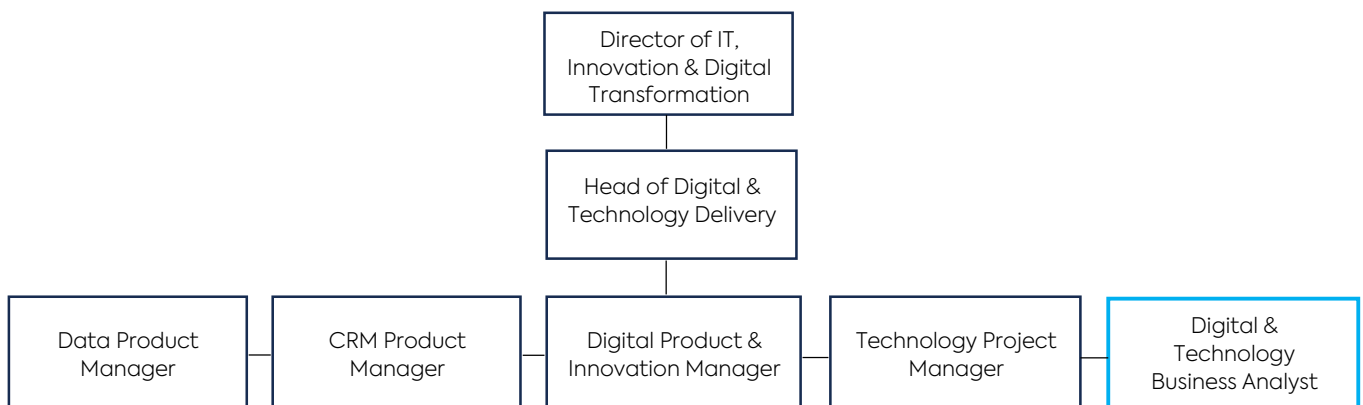
GPE is a highly respected central London property investment and development company quoted on the London Stock Exchange. The Company, which employs around 130 people, owns around £2.5 billion of real estate – primarily commercial but also retail; and a small amount of residential - 100% in central London with a rent roll of approx. £100 million per annum. The business focuses on acquiring, managing and repositioning properties – to unlock their full potential and value. This approach, combined with successful reading of the real estate market, continues to deliver great performance for shareholders and makes for a dynamic environment in which to work.

At GPE, we genuinely believe that diversity gives us strength, but we know this strength is only fully realised if our environment is truly inclusive. Our culture is grounded in genuine and mutual respect, and we do not tolerate discrimination of any kind. We hire talented, unique individuals who are encouraged to collaborate, be their authentic selves and they support their colleagues to do the same.

Job Description: Digital and Technology Business Analyst

The Digital and Technology Business Analyst is responsible for leading the analysis of complex initiatives, identifying opportunities for improvement, as well as designing and implementing these solutions. This individual will work closely with internal and external teams to gather requirements as well as design, implement, and ensure successful delivery of solutions.

Team Structure



Key Responsibilities

- Gather technical/non-technical requirements for Digital and Technology initiatives
- Support the delivery of quality business outcomes by ensuring traceability from business requirements through to user acceptance testing
- Define as-is/to-be processes working with internal teams and third party suppliers
- Analyse business processes, systems, and data to identify opportunities for optimization and innovation
- Write epics and user stories with acceptance criteria to ensure the right technology solutions are designed and developed
- Work closely with the Product and Project Managers on designing and delivering quality outcomes

Critical Skills and Experience Required

- Experience working as a Business Analyst or in a related role
- Attention to detail and the ability to work as a team player
- Strong analytical, problem-solving, and critical-thinking skills
- Excellent written and verbal communication skills
- Ability work cross-functionally and interact at all levels of GPE;
- Ability to work well under pressure and prioritise workload effectively

Personal Attributes

- Thrives in a deadline driven, fast-paced environment
- Outstanding organisational skills
- Conscientious and delivers on commitments
- Comfortable leading on and being accountable for activities
- Works flexibly and cooperatively as part of a team
- The ability to handle a large and varied workload
- The ability to communicate successfully to a varied stakeholder group
- The ability to be able to build relationships in the business, be self-directed and able to use their own initiative to progress tasks
- A continuous improvement mind-set – constantly looks for ways to deliver the best possible service to the team and the wider business

Live by our Company Values

- We achieve more together
- We are committed to excellence
- We are fair and inclusive
- We embrace opportunity
- We value every customer

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled candidates that meet the minimum criteria for this position will be offered an interview. Moreover, we will ensure that reasonable adjustments are made for applicants during the recruiting process. We encourage candidates to confirm any requirements that we can reasonably fulfil to make the application process a positive experience for all candidates. If you would like to provide any feedback on your application process this would also be welcome by emailing hrsupport@gpe.co.uk.