

# BUSINESS READINESS ANALYST

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

As a Business Readiness Analyst, you will be integral in ensuring the seamless implementation of change interventions within the Universal Metering Programme.

Your primary responsibilities will include conducting change impact assessments and preparing readiness plans to ensure a smooth transition of changes to the Business.

You will work closely with various stakeholders to identify potential risks, assess the impacts of changes and support the Business Change Lead, to maximise change adoption.

## What will you be doing?

- Conduct interviews and workshops with stakeholders to gather and analyse information on current processes and identify potential impacts
- Create / update business process maps
- Construct detailed change impact assessments (CIA's) to detail impacts on people, processes and technology
- Collaborate with cross-functional teams to develop effective readiness plans
- Hold regular readiness planning review sessions with impacted business owners
- Assist in the creation and delivery of change-related communications, such as infographics/ briefs, presentations, and announcements
- Monitor and evaluate the effectiveness of change initiatives, collecting feedback from stakeholders and analysing adoption rates
- Provide guidance and support to project teams and stakeholders throughout the change process. Participate in post-implementation reviews and identify areas for improvement

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**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources



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**£36,396 - £40,276**

**GRADE 6**

**+ Non-contractual bonus related to company performance of up to 6% of basic salary**

### Hours:

Full-time | Permanent

### Holiday:

24 days increasing up to 28 days, plus bank holidays

### Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

### Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

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**CLOSING DATE: 5 JANUARY 2024**

## What do you need?

### Essential

- Strong verbal communication skills with the ability to tailor communication language and style based on the audience.
- Strong written communication skills over several mediums including email, specification documents, decision support papers and status reporting
- Able to present to large and small groups and facilitate group discussions.
- Strong relationship building skills across a diverse range of stakeholders.
- Excellent team player, able to collaborate with a diverse groups of stakeholders
- Ability to self-manage, being proactive and disciplined in delivering work commitments to time and quality expectations
- Strong analytical skills with the ability to review and critically evaluate problem statements and documentation
- Requirements gathering and analysis
- Problem solving to find innovative solutions to complex challenges
- Strong Microsoft Office skills and project collaboration tools

### Desirable

- Experience of working in a CRM implementation
- Able to update and produce detailed process maps

## What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

**Excellence in water. Always.**

Committed to a sustainable future together



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## Apply Today

If you have the skills and experience to excel as our Business Readiness Analyst, apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

**Apply Now**