

## Lead Business Analyst Job Description

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### About Socium Innovations

Socium Innovations is a software solutions organizations with strategic expertise in software project delivery, agile transformation and QA automation. We highlight expert experience in the healthcare but successfully across all other domains as well. Our employees are our greatest asset and we take special care in hiring and retaining the best the industry has to offer. Our clients appreciate us for the approach we bring to each aspect of the software development lifecycle and we stress a partnership with them to bring an overall success.

[www.sociuminnovations.com](http://www.sociuminnovations.com)

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### Position Summary

The Lead Business Analyst is responsible for leading business analysis activities as well as being the product owner on their project. The Lead Business Analyst shall represent Socium and be the point of contact for the client. The Lead Business Analyst shall participate in requirements gathering, designing, prioritization and sprint planning sessions. The Lead Business Analyst shall participate in sprint reviews, demos and assist in triaging of issues.

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### Essential Responsibilities/Duties

The essential responsibilities of the **Lead Business Analyst** are to.

General:

- Develop strong relationships with Client stakeholders
- Demonstrate leadership ability
- Mentor Business Analysts
- Support and ensure team members adhere to the internal processes
- Work independently with little supervision

Primary Responsibilities of a **Lead Business Analyst** are to:

- Define scope, understand the Client's needs and goals, and document application requirements with traceability to the Statement of Work for each project
- Ensure a quick response and resolution to issues reported
- Create Change Requests and drive the internal Change Control process
- Understand product functionality in order to advise the Client in regards to gaps, workflows, and implementation pros/cons
- Develop and review User Stories and detailed functional requirements for Client review and sign-off
- Ensure functional documentation are kept up-to-date as a function of on-going production support
- Identify and help implement process improvements on the project team and within the organization
- Serve as the Product Owner on Scrum teams, facilitating sprint pre-planning and planning, prioritizing and managing the product backlog, and acting as the conduit between the Business and the Connecture execution team
- Facilitate the Client acceptance testing process and Train-the-Trainer
- Lead project team Business Analysts with developing training manuals/user guides and lead training sessions specific to a Client's installation, if included within the project scope

- Provide remote and on-site client support
- Ensure on time delivery of project deliverables for all project Business Analysts
- Support Product Management and participate in core product development strategy sessions when requested
- Ensure effective communication with team members

Work with the Tech Lead to:

- Understand technical specification documents to ensure adherence to defined Client requirements
- Monitor development of Client applications to ensure adherence to requirements and design specifications

Work with the Quality Assurance Lead to:

- Review test plans and strategies to ensure compliance with specification and quality end results
- Complete QA tasks, including creating and executing test cases via identified standard testing tool
- Create and maintain requirements traceability from requirements and design through development and test cases

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**Qualifications**

- Bachelor of Science/Administration degree (or equivalent experience)
- 8+ years of Business Analyst experience
- 6+ years of experience with systems integration, and/or internet/web, desktop, Client/Server system implementation and support
- 2+ years prior team lead experience: mentoring, training, daily task planning and performance feedback
- 2+ years of Agile/Scrum experience

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**Skills/  
Experience  
Required**

- General software development lifecycle experience
- External customer relationship management skills
- Effective written and verbal communication skills
- Effective listening and problem solving skills
- Effective meeting facilitation skills
- Responds strongly and positively to challenging work and deadlines
- Highly competent with MS Outlook, Word, PowerPoint, Excel, Visio, GoTo Meeting/Webex
- Works as an integral part of a talented, accountable, driven team in a fast-paced, proactive environment