

Interviewer information pack

Agile Business Analyst

Ref: 984-NAT-NAT-1-3198 Trac ID: 1169142 ESR ID: 44597502 Grade: NHS TCS 2018: Band 8a

Additional applicant interview instructions

Please note: No other interview dates will be considered.

Vacancy details

Employer / department	Health Education England / 1. HEE - External Recruitment
Cost code	ASA552 Nat - TIS Programme
Organisational Unit 1	National
Organisational Unit 2	National Team
Organisational Unit 3	Nat - TIS Programme 984ASA552
Trac ID	1169142
ESR ID	44597502
ESR Job ref	984-NAT-NAT-1-3198
Full-time equivalents	1.00
Reason for vacancy request	Newly created post
Where is the funding for this post being generated?	Funding will be generated from the TIS Programme ASA552.
Has this role been through the job evaluation process? Y/N	Y
Have you attached your business case? Y/N (Note: This will be essential for your vacancy to go through approval process)	Y
If non-recruitment please explain the request in full. If not applicable, please enter N/A	N/A
If non-recruitment what is the start and end date of the request? If not applicable, please enter N/A	N/A
If non-recruitment and affects an individual please provide their name and employee number. If not applicable, please enter N/A	N/A
Advertising scope	Public
At-risk applicants	Anyone can apply
Immigration group	Available to all
DBS check required	No DBS Check
UK Professional Registration required	No
Grade (display)	NHS TCS 2018: Band 8a
Primary speciality (display)	Business Analyst
Salary	£42,414 - £49,969
Hours	37.5
Contract description (eg Permanent)	Permanent
Vacancy Town	Manchester
Vacancy postcode	M1 3BN

Advert

The TIS Programme has been established to develop a suite of products and information services to support the management of learners and trainees. Our current backlog and requirement framework describes upwards of 20 functions that need to be developed to replace the legacy estate, and for those services to be continually improved and developed through time. The TIS Programme is an HEE initiative to set up an agile Development Team that is supported by the business to deliver software products to our stakeholders. The team strongly endorses the self-organising ethos of Agile, supporting team members to learn the skills needed within the team.

To be effective in this role you will be familiar with a range of digital / web services and solutions, ideally where open source and cloud technologies have been utilised and have applied agile development methods. You will work independently and as part the team, with a high degree of proactively and adaptability to changing circumstances and demands.

The Agile Business Analyst will be embedded within the one of the Development Teams supporting the creation and continuous improvement of HEE's suite of new learner information systems. As a proponent of Agile you will help change and embed a new culture of agile working with stakeholders, particularly through the attention and effective engagement with stakeholders.

For further details / informal visits contact:

Please contact Ray Hill (TIS Enterprise Architect) via email on Ray.hill@hee.nhs.uk

Documents

Documents for this Vacancy

-  [TIS Agile Business Analyst JD](#) (Job description)
-  [HEE Functional Requirements](#) (Functional requirements)

Documents for this Employer

-  [Health Education England Brochure](#)

 [Benefits of working for HEE](#)

Standard shortlisting criteria

If any applications have different criteria, this will be shown with those applications.

1: Requirements Gathering (E: 2 / D: 0)

Essential guidance

- experience of (2)

2: Backlog Development (E: 2 / D: 0)

Essential guidance

- Understanding of processes (2)

3: Interview – plan design, condu (E: 2 / D: 0)

Essential guidance

- Experience of (2)

4: Business process models (E: 2 / D: 2)

Essential guidance

- As-Is and to-be models (2)

Desirable guidance

- Strong Team working skills (2)

5: BA - experience (E: 2 / D: 2)

Essential guidance

- Evidence of training or experience in traditional BA approaches (2)

Desirable guidance

- Qualification in BA or UX/UI (2)

6: Interview – plan design, condu (E: 2 / D: 0)

Essential guidance

- Evidence of (2)

7: Business process models (E: 3 / D: 4)

Essential guidance

- Modelling techniques demonstrated (3)

Desirable guidance

- At least two – inc UML (4)

Interview schedule

5-Oct-2018 09:30 – 13:30: 3 Piccadilly Place, Manchester M1 3BN

- 09:30: Oluwaseyi Daniel Ogunyemi
- 10:30: Karl Stephen Thomas
- 11:30: Adewale Bamidele Adekoya

Mr Oluwaseyi Daniel Ogunyemi

The following are the user details currently stored in the system. Please confirm with the applicant that they are correct.

Address 16 Madison Court
Brydon Close
Salford
Greater Manchester
Greater Manchester
m6 5ll
United Kingdom

Email address daniel.ogunyemi@gmmh.nhs.uk

Home telephone 01613078161

Mobile telephone 07853538115

Work telephone 01613581966

Applicant's preferred language

Convictions: The applicant has not declared any convictions.

Notes:

[20-Sep-2018 11:49 ray.hill@hee.nhs.uk] For interview

[18-Sep-2018 11:21 lili-anne.matthews@hee.nhs.uk] Email sent about app being in trac and moved to shortlisting

Shortlisting

Shortlister	1	2	3	4		5		6	7		Total	
	E	E	E	E	D	E	D	E	E	D	E	D
Ray Hill (Lead)	1	1	2	2	1	2	1	1	2	2	11	4
Simon Meredith	1	1	1	2	1	2	2	1	2	2	10	5

Shortlister notes

Ray Hill (E: 11 / D: 4)

Traditional BA experience - some agile - ??interview

Simon Meredith (E: 10 / D: 5)

Worth an interview? Not agile

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Personal information

Email address dan.ogunyemi@yahoo.com

Title Mr

Surname/Family name Ogunyemi

First name Oluwaseyi

Middle name(s) Daniel

Name in which you are registered with a professional body (if applicable)

Not Applicable

UK National Insurance number SE205784A

Address line 1 16, Madison court

Address line 2 Brydon close

Address line 3 Salford

Town/City Salford

County/State Lancashire

Country United Kingdom

Postcode/Zip code M65TL

Home telephone

Work telephone 07853538115

Mobile telephone 07853538115

NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.

Do you wish to receive updates by text message? Yes

Preferred telephone number to be contacted on Mobile

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes

Please select the category that relates to your current immigration status. This status will be subject to checking before interview.

If other, please provide details below.

Please supply details of any relevant visa currently held

Visa number

Start date

Expiry date

Does your visa have a condition restricting employment or occupation in the UK?

Details of any restrictions

Are you an NHS Professional returning to practice? Yes

Criminal Convictions - Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court - Martial in the United Kingdom or in any other country? You should tick NO if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country? You should tick NO if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the caution, reprimand or final warning, including the date and reason administered. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Not applicable

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Education & Professional Qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Education & Professional Qualifications

Subject/Qualification	Place of study	Grade/Result	Year obtained
MSc International Management	Bolton University		2013
BSc Business Studies	Bolton University		2012

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
Business Analyst	Career Insight	4 days	2013
Project Management Digital Bananas		5 days	2013
NVQ 2	edudo	2days	2012

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status Not required for this post

If you have answered "I have current UK professional registration relevant for this post" or "I have current UK professional registration and licence to practise for this post" then please enter the relevant details below.

Professional Body and Membership 1

Professional body
If other please provide details below
Membership/Registration number
Expiry / renewal date

Professional Body and Membership 2

Professional body
If other please provide details below
Membership/Registration number
Expiry / renewal date

NHS Service

Start date of continuous NHS service (if applicable) August 2013
Months since most recent employment ended (if applicable) N/A

Current/most recent employer (reference always required)

Employer name Aintree University Hospital

Employer address

E.P.R Deployment Office Aintree Hall Longmoor Ln, Liverpool L9 7AL

Type of business NHS
Reporting to (job title) Business Change Manager
Telephone 0151 525 5980
Your job title Business Change Analyst
Start date 04/2018
End date 10/2018
Grade Band 7A
Salary 33222
Period of notice NA

Reason for leaving (if applicable)

Progression, end of Fix term contract

Brief description of your duties & responsibilities

NHS April 2018 – Present Business Change Analyst Project: Business analyst working on a multimillion pounds project for the digital migration and integration of EPR (Electronic Patient Records) across three trusts (Aintree, Royal Liverpool and the Women Hospital Liverpool), to access patients record across the three trusts without any delay • Organized multiple workshops across the trusts to gather requirements of their current processes, As-Is and To-Be solution. • Responsible for translating business requirements into functional requirements for business applications • Responsible for improving and streamline business processes and then drive process re-engineering. • Responsible for carrying out document reviews and presenting this back to the stakeholders • Responsible for training materials and 1-to-1 training of the EPR tool

Activities prior to above starting with most recent

Employer name Vodafone Group Business Analyst

Employer address

Vodafone Group Plc Vodafone House The Connection Newbury Berkshire RG14 2FN England

Type of business Mobile phone
Reporting to (job title) Ayodele Olakolu
Telephone 07588689621
Your job title Business Analyst
Start date January 2016
End date January 2018
Grade
Salary
Period of notice N/A

Reason for leaving (if applicable)

Public sector experience required.

Brief description of your duties & responsibilities

Project: Business analyst working on Projects geared towards restructuring the business, the company is going to move their service into cloud, making everything digital, and they want to move their LOTUS note email service, share folder, live link contexts management systems, all record and Manuel processes into the new online office365 solution. • Working within project team to implement agile on large scale, complex, digitally to enabled transformation programmers. • Identify and implement new continuous improvements guidelines within various departments in the organization thereby improving relationship and communication with vendors. • Perform SWOT, PESTLE and gap analysis, evaluating the processes needed to understand the future-state for the business. Engage in the operational and project planning throughout the project life cycle, taking operational risk in to consideration at different stages of the project • Constantly requirement gathering, on how the GDPR will affect the business. • Engage various key stakeholders to gather information about the business situation and to establish the basis for business analysis task before GDPR enforcement date (25/05/18) • Assist with the planning of staff training sessions on GDPR relevant processes and procedures, ensuring training content was accessible and informative • Moving to clouds has enhance the business process, retained by the delegate's thereby increasing staff productivity and performance by 15%. • Carry out Stakeholder engagement through regular communication with project stakeholders to elicit business requirements, ensure expectations are managed and tasks is aligned to requirements; this was achieved using various communication channels such as workshops, brainstorming, shadowing and 1-2-1s. • Design proficient process maps which successfully streamlined the business processes and led to a 12% increase in organization performance. • Manage variety of stakeholders across the organization using SCRUM agile methodology for deliverables and effective requirement elicitation techniques to capture stakeholder's requirements. • Deliver various improvement plans to key stakeholders and design processes that would improve process efficiency and effectiveness for the business using the appropriate Agile Methodologies; this helped to improve our overall service delivery. • Promote and uphold company KPI's and the overall vision of the organization. • Assist my team by evaluating processes to incorporate efficiencies and/or identify areas that needs improvement.

Employer name Clydesdale & Yorkshire Bank

Employer address

20 Merrion Way, Leeds LS2 8NZ

Type of business Bank
Reporting to (job title) Flex Wilson
Telephone
Your job title Business Analyst
Start date September 2012
End date September 2015
Grade
Salary 30000
Period of notice N/A

Reason for leaving (if applicable)

Change and career update required

Brief description of your duties & responsibilities

Project: Tone. Employed as a Business analyst to work directly with on different projects within Clydesdale and Yorkshire bank, this included working with the operations department team to improve the current look and feel of the company website, delivery of technologies in order to give value to our customer, improve user experience and simplify the user journey creation and integration of the mobile banking app • Organized multiple workshops to gather requirements of current processes, As-Is and To-Be solution. • Analyzed the current BAU systems, understood the project aim, objectives and scope and highlighted the areas within the project which requires improvement. • I managed and organized workshops with stakeholders to elicit and capture change requirements and deviations from the already existing requirements. • Obtained signoff of documented business requirements from key sponsors and stakeholders • Managed the process of implementing changes to requirements and ensure compliance with set plans. Also analyzed and managed unforeseen situations effectively, if any. • Used MoSCoW Prioritization to establish the scope of the project and arrange functionalities in order of most urgent, most important, less urgent and not important. • Provided user cases and user stories for both functional and non-functional requirements in the design and development of the mobile and web apps. • Worked with the app team around requirements for the mobile application development • Organized and participated in various department coordination meetings and assist all project managers to prioritize all development process and validate all results. • Engaged stakeholders in workshops to document requirements while defining end solution with management, technical teams and stakeholders. • Actively identified opportunities to improve and streamline business processes and then drive process re-engineering. • Worked closely with the development teams to develop functional specifications and help develop technical designs. • Liaised between the development and management teams in order to clarify and increase understanding of business priorities in the process of supporting initiatives for improvement. • Worked with the PM and some Lead BA's to make available the necessary resources needed to ensure the timely implementation of planned changes • Acted as a member of the team providing support to management, where needed, for daily work assignments, projects and team support.

Employer name Eco Bank Plc

Employer address

130 broad street Lagos Nigeria West African Africa

Type of business Banking
Reporting to (job title) Seyi Williams
Telephone international
Your job title Bulk Teller
Start date January 2000
End date December 2012
Grade
Salary
Period of notice

Reason for leaving (if applicable)

moving to UK

Brief description of your duties & responsibilities

Employed as a Bulk Teller, within West African Bank Plc. Nigeria Branch. • Work with the Operation Manager to count the cash in the vault • Confirm the cash amount received from tellers • Bundle cash denominations and place it in the vault • Sometimes required to process bundles of cash for shipment to other branches. • Assist other team members in rounding up their job.

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

Not Applicable

Supporting Information

In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Supporting information

A competent and versatile Business analyst with years of commercial experience and strong track records of success extends across Banking, Legal firms, financial service, Regulatory reporting, Business transformation, Web and Mobile App digital change, IT consultancy and Insurance Projects. Excellent communication and Leadership skill in a fast-pace working environment; Achieving objectives and deadline; Core areas of competencies includes; Process analysis, Requirement gathering, Documentation, Stakeholders management, Project coordination and Problem management. Enjoys being part of a team, thrives in challenging working environment and flexible in working approach. Immediately available for both interviews and immediate start .

Preferred employment type Full time, Part time, Job share, Secondment, Flexible hours

Further questions

The question text supplied by jobs.nhs.uk is not in an easy to read format, it has been cleaned up as much as is safely possible but is likely to be missing punctuation and have improper capitalisation. To view the original question text, please access this application on jobs.nhs.uk

The questions in this section are customised to the post for which you are applying.

Are you currently a health education england employee No

Have you provided referees which cover the last 3 years of employment failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Have you provided details of employment gaps in the relevant section failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Referees

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor, solicitor or MP. Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

Type of reference Professional

Email address GRAHAM.CLARKE@EPRLIVERPOOL.NHS.UK

Title Mr

Surname/Family name Clarke

First name Graham

Relationship Line Manager

Employer name

Job title

Address line 1 Aintree University Hospital

Address line 2

Address line 3 Liverpool

Town/City Liverpool

County/State

Country United Kingdom

Postcode/Zip code L9 7AL

Telephone

Fax

Can the referee be approached prior to interview? Yes

Type of reference Professional

Email address

Title Dr

Surname/Family name Nwando

First name Chucks

Relationship professional

Employer name

Job title

Address line 1 3b Hadden Street

Address line 2

Address line 3

Town/City Abeeden

County/State

Country United Kingdom

Postcode/Zip code ab11 6nu

Telephone 07760994165

Fax

Can the referee be approached prior to interview? Yes

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?
Yes

Mr Karl Stephen Thomas

The following are the user details currently stored in the system. Please confirm with the applicant that they are correct.

Address 25 Crosland Drive
Helsby
Cheshire
WA6 0FJ
United Kingdom

Email address karl.thomas@invertedcube.co.uk

Home telephone 01928411166

Mobile telephone 07858778777

Work telephone

Applicant's preferred language

Convictions: The applicant has not declared any convictions.

Notes:

[20-Sep-2018 11:49 ray.hill@hee.nhs.uk] For interview

[18-Sep-2018 11:21 lili-anne.matthews@hee.nhs.uk] Email sent about app being in trac and moved to shortlisting

Shortlisting

Shortlister	1	2	3	4		5		6	7		Total	
	E	E	E	E	D	E	D	E	E	D	E	D
Ray Hill (Lead)	2	2	1	1	1	2	1	1	2	1	11	3
Simon Meredith	2	2	1	1	1	1	1	1	2	1	10	3

Shortlister notes

Ray Hill (E: 11 / D: 3)

Traditional BA - some Agile experience

Simon Meredith (E: 10 / D: 3)

Possible for interview

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Personal information

Email address karl.thomas@invertedcube.co.uk

Title Mr

Surname/Family name Thomas

First name Karl

Middle name(s) Stephen

Name in which you are registered with a professional body (if applicable)

UK National Insurance number

Address line 1 25 Crosland Drive

Address line 2

Address line 3

Town/City Helsby

County/State Cheshire

Country United Kingdom

Postcode/Zip code WA6 0FJ

Home telephone 01928411166

Work telephone

Mobile telephone 07858778777

NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.

Do you wish to receive updates by text message? Yes

Preferred telephone number to be contacted on Mobile

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes

Please select the category that relates to your current immigration status. This status will be subject to checking before interview.

If other, please provide details below.

Please supply details of any relevant visa currently held

Visa number

Start date

Expiry date

Does your visa have a condition restricting employment or occupation in the UK?

Details of any restrictions

Are you an NHS Professional returning to practice? No

Criminal Convictions - Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court - Martial in the United Kingdom or in any other country? You should tick NO if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country? You should tick NO if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the caution, reprimand or final warning, including the date and reason administered. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Education & Professional Qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Education & Professional Qualifications

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
PRINCE2 Practitioner QVC internal		1 week	2011
PRINCE2 Foundation QVC internal		1 week	2011

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status UK professional registration required but not yet applied for

If you have answered "I have current UK professional registration relevant for this post" or "I have current UK professional registration and licence to practise for this post" then please enter the relevant details below.

Professional Body and Membership 1

Professional body
 If other please provide details below
Membership/Registration number
Expiry / renewal date

Professional Body and Membership 2

Professional body
 If other please provide details below
Membership/Registration number
Expiry / renewal date

NHS Service

Start date of continuous NHS service (if applicable)
Months since most recent employment ended (if applicable)

Current/most recent employer (reference always required)

Employer name Spirit Data Capture

Employer address
 Evan House Sutton Quays Business Park Clifton Rd Runcorn WA7 3EH

Type of business Software Development

Reporting to (job title) Software Manager

Telephone

Your job title Lead Business Analyst

Start date 11/2017

End date

Grade

Salary 45,000

Period of notice 1 month

Reason for leaving (if applicable)

N/A

Brief description of your duties & responsibilities

My role at Spirit is to product own the companies newest electronic proof of delivery solution (ePOD). This has been a challenging role, as I have performed the analysis on clients current solutions, devising the "retirement" road maps and then enhancing the ePOD solution to replace it. Provided the designs to enable ePOD to accept web service calls, in preference to flat CSV style files I have been instrumental in ensuring the UI is fit for purpose given the user base of the mobile version of ePOD. I provided wireframe designs and clickable Balsamiq models which fed into the final layout and design of the UI. I also manage 2 other business analysts, one who is senior and the other being a graduate. I put together development plans to enable them to develop to their own unique skills.

Activities prior to above starting with most recent

Employer name MSoft

Employer address

Gateway House Old Hall Road Bromborough Merseyside CH62 3NX

Type of business Medical Software

Reporting to (job title) Director

Telephone

Your job title Business Analyst

Start date April 2015

End date November 2017

Grade

Salary 40,000

Period of notice

Reason for leaving (if applicable)

Outsourcing of development work to Poland.

Brief description of your duties & responsibilities

I was working on a number of product re-developments with a third-party software development team. Many of the organisations applications are now in need of modernisation, both technically and from a UI perspective. I have created a number of functional specifications and UML models (within Enterprise Architect) to enable the third party to quote, develop and deliver the applications. This has involved BA and PM skills in order to track development, arrange 'show and tells' and then to integrate the releases into the internal release schedule. My role at MSoft was initially to implement an Agile development methodology into the development team. Development was operating in a very reactive way and structure and control was required. I broke down the JIRA tickets into product silos and created user stories. Following this I then created the backlogs and set the sprints running with the lead developer. I also provided some training and education to the business areas who would interact with the development sprints. I also provided support, coaching and education to the internal developers for Agile and moving to the methodology as well as training the off-shore team Business analysts in UML.

Employer name Co-operative Banking Group

Employer address

1 Balloon Street Manchester M60 4EP

Type of business Financial Services

Reporting to (job title) Business Analyst Team Leader

Telephone

Your job title Lead Business Analyst

Start date August 2014

End date April 2015

Grade

Salary 38,000

Period of notice

Reason for leaving (if applicable)

Redundancy

Brief description of your duties & responsibilities

was working on a programme of change to deliver digital services into the Bank branches. The main driver being to move customers away from the counter and onto digital channels. This has involved W-Fi hotspot installation, digital device selection & installation and procuring intelligent ATM's. The analysis for these initiatives has been to model how the services would change the customer flow through a branch and how FTE is best deployed. I had responsibility for a number of Business Analysts on the team. Most of this was to fulfil the company plan of all BA's completing the ISEB training. I arranged workshops and pre and post formal training coaching sessions.

Employer name NICE

Employer address

National Institute for Health and Care Excellence Level 1A, City Tower Piccadilly Plaza Manchester M1 4BT

Type of business Medical

Reporting to (job title) Lead Business Analyst

Telephone

Your job title Business Analyst

Start date June 2013

End date June 2014

Grade

Salary 38,000

Period of notice

Reason for leaving (if applicable)

Personal reasons - at the time I was in the middle of a divorce and needed to take some personal time.

Brief description of your duties & responsibilities

NICE were in the process of migrating their website from a third party Content Management System to a bespoke platform. I have been involved in the analysis and design of the 'get involved' component of the site. In order to achieve this I have written user stories and acceptance criteria to assist the development and testing. Due to the tight time constraints, I have been involved in testing and QA of the delivered product. Provided analysis and design to unify the NICE contact architecture. NICE currently have multiple contact systems, which has meant a contact cannot be effectively tracked through their journey with NICE. From my analysis I provided a set of requirements and user stories to give quick wins and a long term goal. Created test cases derived from the acceptance criteria of user stories and input into the NICE agile software.

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

06/2014 - 08/2014 Required 'time out' from work following a divorce.

Supporting Information

In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Supporting information

During my past 3 roles I have been active in implementing an agile methodology to the team. I feel I can offer this experience in making sure that a team can be using it in the most effective way, as it is never a out of the box implementation.

In collecting requirements, right through to implementation, my focus is always on my stakeholders / customers. As a BA I actively attempt to be "on their side" to build a trusting relationship. I feel this enables information to flow faster and with more accuracy. For example, during requirements capture I would ensure that I am getting the real story as opposed to the what is expected story by building relationships with the users.

I come from a development background, this puts me in a good position with the development teams as I can understand and help during technical design stages, avoiding some ambiguity in what the functional requirements mean technically.

In terms of working with people I take an approach that everyone is equal and deserves equal respect. In a collaborative environment I always aim to provide help and any solution I design will be a collaborative effort from all of the disciplines.

Preferred employment type Full time

Further questions

The question text supplied by jobs.nhs.uk is not in an easy to read format, it has been cleaned up as much as is safely possible but is likely to be missing punctuation and have improper capitalisation. To view the original question text, please access this application on jobs.nhs.uk

The questions in this section are customised to the post for which you are applying.

Are you currently a health education England employee No

Have you provided referees which cover the last 3 years of employment failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Have you provided details of employment gaps in the relevant section failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Referees

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor, solicitor or MP. Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

Type of reference Previous Employer

Email address alan.williams@mdinsurance.co.uk

Title Mr

Surname/Family name Williams

First name Alan

Relationship Previous Manager

Employer name MDIS

Job title Software Development Manager

Address line 1 MDIS

Address line 2 2 Shore Lines

Address line 3 Sore Road

Town/City Birkenhead

County/State

Country United Kingdom

Postcode/Zip code CH41 1AU

Telephone 01516504300

Fax

Can the referee be approached prior to interview? Yes

Type of reference Personal/Character

Email address Mark.pwrm@gmail.com

Title Mr

Surname/Family name Willison

First name Mark

Relationship Professional Friend

Employer name

Job title

Address line 1 Apartment 116

Address line 2 30 Bixteth Street

Address line 3

Town/City Liverpool

County/State

Country United Kingdom

Postcode/Zip code L3 9BB

Telephone 07821876231†

Fax

Can the referee be approached prior to interview? Yes

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?
Yes

Mr Adewale Bamidele Adekoya

The following are the user details currently stored in the system. Please confirm with the applicant that they are correct.

Address 45
STORRS WOOD VIEW
CUDWORTH
BARNSELY
SOUTH YORKSHIRE
S72 8TA
United Kingdom

Email address waledele4u@yahoo.com

Home telephone

Mobile telephone 07984004928

Work telephone 07984004928

Applicant's preferred language

Convictions: The applicant has not declared any convictions.

Notes:

[20-Sep-2018 11:49 ray.hill@hee.nhs.uk] For interview

[18-Sep-2018 11:21 lili-anne.matthews@hee.nhs.uk] Email sent about app being in trac and moved to shortlisting

Shortlisting

Shortlister	1	2	3	4		5		6	7		Total	
	E	E	E	E	D	E	D	E	E	D	E	D
Ray Hill (Lead)	2	1	2	2	1	2	1	2	2	2	13	4
Simon Meredith	1	1	2	2	1	2	1	2	2	3	12	5

Shortlister notes

Ray Hill (E: 13 / D: 4)

experiance - BA and Agile - for interview

Simon Meredith (E: 12 / D: 5)

worth interviewing

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Personal information

Email address waledede4u@yahoo.com

Title Mr

Surname/Family name Adekoya

First name Adewale

Middle name(s) Bamidele

Name in which you are registered with a professional body (if applicable)

UK National Insurance number SH259891D

Address line 1 45

Address line 2 STORRS WOOD VIEW

Address line 3 CUDWORTH

Town/City BARNSELY

County/State SOUTH YORKSHIRE

Country United Kingdom

Postcode/Zip code S72 8TA

Home telephone

Work telephone 07984004928

Mobile telephone 07984004928

NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.

Do you wish to receive updates by text message? Yes

Preferred telephone number to be contacted on

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes

Please select the category that relates to your current immigration status. This status will be subject to checking before interview.

If other, please provide details below.

Please supply details of any relevant visa currently held

Visa number

Start date

Expiry date

Does your visa have a condition restricting employment or occupation in the UK?

Details of any restrictions

Are you an NHS Professional returning to practice?

Criminal Convictions - Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court - Martial in the United Kingdom or in any other country? You should tick NO if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country? You should tick NO if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the caution, reprimand or final warning, including the date and reason administered. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

n/a

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Education & Professional Qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Education & Professional Qualifications

Subject/Qualification	Place of study	Grade/Result	Year obtained
PGCE Mathematics	Leeds Trinity University	PGCE	2013
IT Management (MSc)	University of Bradford	MSc	2012
Industrial and Production Engineering (BSc)	University of Ibadan	BSc	1998

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
? Business Analysis Practice Practitioner	BCS		
? Requirement Engineering Practitioner	BCS		
? Information Technology Infrastructures Library Foundation Certification (ITIL)	ITIL		
? PRINCE 2 Foundation	APMG UK		
? PRINCE 2 Practitioner. (Expired need reregistration)	APMG UK		
ITIL(R) Lifecycle Certificate in Service Transition	QA		
DevOps Foundation	DevOpps		

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status Not required for this post

If you have answered "I have current UK professional registration relevant for this post" or "I have current UK professional registration and licence to practise for this post" then please enter the relevant details below.

Professional Body and Membership 1

Professional body
If other please provide details below
Membership/Registration number
Expiry / renewal date

Professional Body and Membership 2

Professional body

If other please provide details below

Membership/Registration number

Expiry / renewal date

NHS Service

Start date of continuous NHS service (if applicable)

Months since most recent employment ended (if applicable)

Current/most recent employer (reference always required)

Employer name NHS Digital

Employer address

1 Whitehall Room 230 Whitehall Road Leeds LS1 4HR

Type of business Public Service

Reporting to (job title) Service Manager

Telephone 0113 2416213

Your job title Service Management Practitioner

Start date 10/2015

End date

Grade 7

Salary

Period of notice

Reason for leaving (if applicable)

Brief description of your duties & responsibilities

??? Delivering efficient and cost-effective change that will improve processes, operating practices and systems ? Delivering all change with minimal impact to the business, users and suppliers ? Managing defects, problems and incidents associated with projects/services ? Ensuring smooth implementation and improvement of policies, processes, and procedures ? Creating multiple User Stories and Acceptance Criteria from Higher Level Business Requirements to Encourage Agile Development Processes ? Ensuring change and release processes and procedures are being adhered to by stakeholders ? Working with Architect, Developer and other project team to ensure change/release processes and procedures are incorporated into their plans for new solutions and services at early stage of projects ? Participating in sprint planning, sprint review, sprint retrospective, story and daily stand up sessions to collaboratively drive and deliver the various feature releases ? Facilitating stakeholder's meetings at various stage of a project especially Requirement, acceptance criteria and Go/No Go meetings ? Assisting in regular reporting on the operational and process performance ? Driving continual improvement of change ? Handling situations of conflict between different stakeholders ? Developing and maintaining effective working relationships with all key stakeholders ? Eliciting, analyzing, validating requirements with stakeholders like Service Acceptance Criteria, Entry and exit Criteria, Early life criteria for IT projects ? Managing Change and Release (Planning, Deployment, Closure and Post Implementation Review) ? Organising System Demonstrations with stakeholders in a project ? Identifying and escalating issues and risks within project structure

Activities prior to above starting with most recent

Employer name Environment Agency

Employer address

The Quadrant, Parkway Ave, Sheffield, South Yorkshire S9 4WF

Type of business Environment/IT/Project/administration

Reporting to (job title) Team Leader

Telephone

Your job title Business Analyst

Start date July 2014

End date October 2015

Grade

Salary

Period of notice

Reason for leaving (if applicable)

Contract

Brief description of your duties & responsibilities

??? ? Experienced in eliciting, analysing, documenting, validating as well as managing requirements through to successful delivery using various tools and techniques ? Carried out proper requirement documentation and management as well as translating requirements into technical specification for delivery ? Ensured proper communication with business stakeholders is done as well as effective stakeholder management ? Created Process models, Communication Plan, RAIDDA log, and Functional and Non-Functional requirement documents ? Carried out process simplification and improvement activities to ensure issues are stripped off AS-IS processes and more efficient TO-BE processes are established ? Experienced in end to end project delivery working on projects from conception to implementation using various tools and techniques ? Engaged various areas of the business to specify, model, agree, document and support business processes changes ? Worked with relevant software engineering teams to define, refine, elaborate and deliver requirements of business stakeholders ? Carried out business AS-IS and TO-BE process mapping, re-engineering analysis ? Driven and championed continuous improvement practices ? Participated in sprint planning, sprint review, sprint retrospective, story and daily stand up sessions to collaboratively drive and deliver the various feature releases ? Supported product backlog refinements and dealt with interdependencies issues ? Created epics, user stories, acceptance criteria for users' stories in functional specification document ? Created multiple User Stories and Acceptance Criteria from Higher Level Business Requirements to encourage Agile Development Processes ? Engaged in daily meetings to monitor project progress and address bottlenecks ? Collaborated with business stakeholders, developers, QA, User interface designers on design to ensure that requirements included the business and technical aspects ? Facilitated product demonstration/ show and tell sessions with the view to obtain sign offs or capture changes to systems that are to be delivered ? Engaged in business stakeholder roadmap discussions and backlog prioritisation to ensure the project deliverables are aligned against the stakeholders' vision and strategy ? Assisted testing team with manual and automated testing to ensure users acceptance on Systems ? Written and executed test scripts to provide quality assurance of systems

Employer name Webstrat Consulting

Employer address

49 Diggall Road, Leeds. LS27 7GE

Type of business IT and website Development

Reporting to (job title) Director

Telephone 07984004928

Your job title Business Analyst

Start date October 2010

End date July 2014

Grade

Salary

Period of notice

Reason for leaving (if applicable)

Contract

Brief description of your duties & responsibilities

? ? Elicited, analysed, validated and verified requirements ? Managed requirements through successful delivery ? Worked with Architect, Developers and stakeholders throughout Project lifecycle ? Performed Gap Analysis and Feasibility studies using structured Consulting Methodology for Multiple Clients Including Education, Hospitals, and Telecoms ? Led teams of 2-5 in Business Process Development, Requirements Definition, and Functional and Non-Functional Specifications ? Involved in project negotiation with external customers by demonstrating IT Solutions to customer, including new software systems ? Produced business process workflow, user stories and use cases using UML ? Contributed to Project planning and Business cases for both internal and outsourced Stakeholders ? Explained Solution Options, benefits Risks and mitigation to all Levels of the businesses ? Set the scope of business requirements by conducting workshops with the client, and achieving Baseline and sign off ? Identified and escalated issues and risks within project structure ? Designed test cases and authored test documentation ? Supported the business in executing detailed User Acceptance plans ? Managed information flow between colleagues, client, contractors, and vendors using release management and defect solution tools from Rational ? Built good relationship with various stakeholders through workshops, interviews and brainstorming with various ? Captured and documented process model, communication Plan, AS-IS and TO-BE Processes, SWOT and GAP Analysis, Workshops minutes, RAIDDA and other necessary documentations

Employer name Dewsbury District Hospital

Employer address

Halifax Rd, Dewsbury, West Yorkshire WF13 4HS

Type of business Hospital

Reporting to (job title) Senior Analyst

Telephone

Your job title Business Analyst

Start date March 2008

End date September 2010

Grade

Salary

Period of notice

Reason for leaving (if applicable)

Contract

Brief description of your duties & responsibilities

? ? Managed Business Process improvement in terms of Process, Organisation Structure and Location ? Elicited and analysed requirements from internal stakeholders ? Contributed to the development and co-ordination of Business Case ? Created acceptance criteria for user's stories ? Prioritised requirements considering needs of the business stakeholders ? Engaged in daily meetings to monitor progress and address bottlenecks ? Collaborated with business stakeholders, developers, QA, User interface designers on design to ensure that requirements include the business & technical aspects ? Facilitated product demonstration ? Identified interdependencies in other Projects and across Programmes and worked with Project Managers to Prevent duplicated effort and cost ? Organised and ran multiple conference calls and workshops with stakeholders

Employer name ANOVO UK

Employer address

Salttaire Bradford West Yorkshire

Type of business IT

Reporting to (job title) Team Leader

Telephone

Your job title Business/Test Analyst

Start date December 2006

End date March 2008

Grade

Salary

Period of notice

Reason for leaving (if applicable)

End of Contract

Brief description of your duties & responsibilities

? Requirements Identification and documentation through workshops facilitation and meetings with stakeholders ? Clients/ Customer facing and proactively guiding the various members of the team through the full project life cycle working end-to-end ? Application end to end manual functional testing ? High level process designs showing interaction between systems ? Executed project management activities on small and medium scale projects and producing the required documentation, management of the risks

Employer name Alaba Lawson International School

Employer address

Abeokuta Ogun State Nigeria

Type of business Education

Reporting to (job title) Principal

Telephone

Your job title Vice Principal/Teacher

Start date January 2000

End date December 2006

Grade

Salary

Period of notice

Reason for leaving (if applicable)

Relocation to the UK

Brief description of your duties & responsibilities

Duties and responsibilities • Head of examination committee responsible for both internal and external examinations. • Responsible for the management of Head of Departments budgets and other budgets of the school. • Responsible for proper communication of information to parents, staff and students. • Attend to parents, teachers, and students needs • Responsible for ensuring teachers adhere to national curriculum and standard of teaching. • Head of team responsible for school image building among competitors. • Receive visitors to the school and sell the vision of the school to them • Secretary to the Parent Teacher Association of the school • Assist the principal in all administrative work in the school. • Delegate responsibilities together with appropriate authority to member of staff. • Availability at all time to consult with parents and teachers concerning the welfare of any student. • Consults regularly with and coordinate the services of subject specialist so that all subject teachers may receive effective assistance. • All other duties as assigned by the principal. • Responsible for the teaching of mathematics and Physics

Employer name Kizito Comprehensive Secondary School

Employer address

Adiasim Akwa Ibom State Nigeria

Type of business Education

Reporting to (job title) Head of Department

Telephone

Your job title Teacherof Chemistry

Start date November 1998

End date January 2000

Grade

Salary

Period of notice

Reason for leaving (if applicable)

National Youth Service

Brief description of your duties & responsibilities

Duties and responsibilities • Prepare lessons, making them as interesting as possible • Prepare homework, assignments and assessment • Research information to ensure current knowledge is imparted to students • Mark homework and pieces of assessment • Identify the needs of individual students and work to help each child develop his or her own potential • Prepare resources for my classroom • Share knowledge and resources with colleagues. • Confer with students over their work • As a form tutor; identify emotional, intellectual, physical, etc issues which may be hindering the student from learning to his/her best potential, and research and recommend courses of action • Meet with parents to discuss child's progress. • Attend professional development sessions to improve my teaching methods and curriculum • Treat students with respect, and teach them to treat others with respect

Employer name Fizzo Refrigeration

Employer address

Abeokuta Ogun State Nigeria

Type of business Industrial

Reporting to (job title) Director

Telephone

Your job title Apprentice

Start date November 1988

End date September 1993

Grade

Salary

Period of notice

Reason for leaving (if applicable)

BSc Course

Brief description of your duties & responsibilities

Duties and responsibilities • Running errands, making deliveries and servicing Refrigerators. • Helping the employer with any and all aspects of the work

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

n/a

Supporting Information

In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Supporting information

I am an experienced Business Analyst with over 8 years experience in Software/Application Development, Application Enhancement, integration, Process Improvement, and Data Migration Projects. I have experience in delivering both regulatory and non-regulatory requirements. I am skilled at identifying, defining and understanding people, process and technology challenges of organisations and working with various stakeholders to provide solutions which maximize time, quality, and cost-effectiveness. I have coordinated series of workshops, observations, done document sampling and other range of techniques in order to identify and elicit requirements by using AS-IS process model, S.W.O.T and GAP analysis to gather requirements for the TO-BE process used by other stakeholders (Architect and developer) to provide solutions to organisation needs. In my various roles as a Business Analyst, I have managed my requirements through waterfall and agile principle; design by Architect to development by Developer, testing by tester and implementation by the change team. I have an outstanding track record of process re-engineering and process improvement by collaborating with various stakeholders to ensure requirement are managed to successful delivery. I have used SMART to check the quality of my requirements. I have the ability to manage all aspects of projects spanning from project ideas or mandate through to best-in-class solutions using both Waterfall and agile mythologies. I have worked with stakeholders in writing training manuals, policies and procedure documents for service. I have simplified complex information or requirement using Process model, Roadmap, Fishbone diagram and other Six-sigma tools.

I have used my influencing and negotiating skills in requirements gathering workshops, meeting and throughout the life cycle of a project by:

- listening carefully to the argument of other stakeholders in order to identify and clarify issues so as to record common ground
- Using diplomacy to calm down tension and aggressive behaviour during meetings
- Identifying mutual agreement of stakeholders regarding any issue and appropriate compromise solution that were agreed in the best interest of every stakeholder.
- Deciding on a course of action and come to an agreement in order to summarise and write down conclusions and send out for validation before being signed off and base-lined

I have utilised Business Analysis tools and techniques suitable for modelling technique to support deliverables, stakeholder engagement and management, requirements engineering, benefits management and business change.

Some modelling techniques utilised are Process Modelling (AS-IS and TO-BE models), Use Case Diagram, User Stories, Roadmap , Mind Map, 5 Ws and the How, Flowchart, Fishbone Analysis ,Gap Analysis, S.W.O.T Analysis, PESTLE, Deployment Verification Plan (Acceptance Criteria – Entry, Early Life and Exit Criteria), Request For Change (RFC) document etc.

Some Modelling tools utilised are Microsoft Project, Microsoft Excel, Publisher, Power Point and Word, Service Management Toolset – Cherwell, Visio, Requirement Template (Requirement Traceability Matrix)

Some of my utilised tools and techniques for stakeholder engagement/management are Workshops/Observation/Interview/Prototype, Microsoft Outlook- Emails, Meeting Invites, Phone calls – Go/No calls, Checkpoint/Stability Calls, Trello, Slack, WebEx, Jabber, Skype for Business, SharePoint, Confluence etc.

At the Environment Agency, I have been involved in Greenfield software/applications, application enhancement, system integration, data migrations and Process improvement projects. I have collaborated with Enterprise Architects – (for business strategic requirements and IT project requirements) and Developer to use the Architecture Design and requirements documents to generate solutions. Worked with tester to ensure test cases contains all requirements before implementation by the change team. Our consultant managed all requirements from Business and IT environments through to successful delivery

I have been involved in various NHS IT projects which includes both external and internal stakeholders. In my role, I have ensured new services are properly assured by all NHS Digital stakeholders and Acceptance Criteria met by various suppliers before Go Live. I have managed and controlled changes to existing services to minimise risk and impact. I have ensured all release activities and processes are followed by all stakeholders before a release goes into live environment. I have facilitated various meetings of stakeholders in terms of risk, issue, defects, incident and problem management. I have managed defects going into Full Roll Out by handing them over to service management team as problem records in Business As Usual. I managed risk/defects impact, severity and mitigations identified in a project and communicated to the appropriate stakeholders before service implementation. I have been involved in the transition of services from one supplier to another. I have served as a product owner for suppliers and manage monthly performance monitoring of supplier's services. I have worked with change team to managed series of changes through pilot/parallel/big bang changes. I have facilitated demonstration of new services/functions to various stakeholders before going into live environment. I have managed service enhancement and integrations through pilot phases using 5 – 6 GP Practices before Full Roll Out to all GP practices and trusts. I also managed NHS Mail data Migration through big bang and also Service management toolset through Greenfield to parallel roll out with old toolset before it was decommissioned.

I have broadened my knowledge I have certification in ITIL foundation and transition, Business Analysis Practice Practitioner, Requirement Engineering Practitioner, DevOps Foundation Certificate (Agile), PRINCE 2. Likewise I am aware of the following standards and acts

- ISO 20000- IT service Management Standard
- Government Digital Service's Design Principles
- ISO 9001 – Quality Management System
- ISO 27001 – Information Security Management
- Data Protect Act 2018
- Freedom of Information Act

I am confident that I would be an excellent addition to your organization. My resume is attached with this cover letter and it contains my work experience, professional education, and achievements in greater detail.

Further questions

The question text supplied by jobs.nhs.uk is not in an easy to read format, it has been cleaned up as much as is safely possible but is likely to be missing punctuation and have improper capitalisation. To view the original question text, please access this application on jobs.nhs.uk

The questions in this section are customised to the post for which you are applying.

Are you currently a health education england employee No

Have you provided referees which cover the last 3 years of employment failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Have you provided details of employment gaps in the relevant section failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Referees

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor, solicitor or MP. Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

Type of reference Current Employer

Email address Ian.dixson@nhs.net

Title Mr

Surname/Family name Dixon

First name Ian

Relationship Service Manager

Employer name NHS Digital

Job title Service Manager

Address line 1 1 Whitehall Room 230

Address line 2 Leeds.

Address line 3

Town/City LEEDS

County/State West Yorkshire

Country United Kingdom

Postcode/Zip code LS1 4HR

Telephone

Fax

Can the referee be approached prior to interview? Yes

Type of reference Current Employer

Email address jamie.hetherington@nhs.net

Title Mr

Surname/Family name Jamie

First name Hetherington

Relationship Assignment Manager

Employer name HSCIC

Job title Service Manager

Address line 1 1 Whitehall Room 230

Address line 2 Leeds

Address line 3

Town/City Leeds

County/State West Yorkshire

Country United Kingdom

Postcode/Zip code LS1 4HR

Telephone

Fax

Can the referee be approached prior to interview? No

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?
No

Mr Jonathan Michael Ramsden

The following are the user details currently stored in the system. Please confirm with the applicant that they are correct.

Address 9 Lytham Avenue
Chorlton
Manchester
M21 8TF
United Kingdom

Email address jon.ramsden@gmail.com

Home telephone

Mobile telephone 07970 964 611

Work telephone

Applicant's preferred language English

Convictions: The applicant has not declared any convictions.

Notes:

[20-Sep-2018 11:49 ray.hill@hee.nhs.uk] For interview

[18-Sep-2018 11:21 lili-anne.matthews@hee.nhs.uk] Email sent about app being in trac and moved to shortlisting

Shortlisting

Shortlister	1	2	3	4		5		6	7		Total	
	E	E	E	E	D	E	D	E	E	D	E	D
Ray Hill (Lead)	2	2	2	2	2	2	1	1	2	3	13	6
Simon Meredith	2	2	2	2	2	2	1	1	2	2	13	5

Shortlister notes

Ray Hill (E: 13 / D: 6)

Strong BA and Agile experience - for interview

Simon Meredith (E: 13 / D: 5)

Worth interviewing. Good agile experience

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Personal information

Email address jon.ramsden@gmail.com

Title Mr

Surname/Family name Ramsden

First name Jonathan

Middle name(s) Michael

Name in which you are registered with a professional body (if applicable)

UK National Insurance number NW734777A

Address line 1 9 Lytham Avenue

Address line 2 Chorlton

Address line 3

Town/City Manchester

County/State

Country United Kingdom

Postcode/Zip code M21 8TF

Home telephone

Work telephone

Mobile telephone 07970 964 611

NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.

Do you wish to receive updates by text message? Yes

Preferred telephone number to be contacted on Mobile

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes

Please select the category that relates to your current immigration status. This status will be subject to checking before interview.

If other, please provide details below.

Please supply details of any relevant visa currently held

Visa number

Start date

Expiry date

Does your visa have a condition restricting employment or occupation in the UK?

Details of any restrictions

Are you an NHS Professional returning to practice? No

Criminal Convictions - Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court - Martial in the United Kingdom or in any other country? You should tick NO if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country? You should tick NO if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

No

If YES, please provide details of the caution, reprimand or final warning, including the date and reason administered. You are not required to tell us about parking offences. Please include any additional information or evidence that you believe to be relevant.

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Application for employment

This application form was completed on the jobs.nhs.uk site and then imported into this system. **The layout and question wording may differ from applications completed on this system.** If you ever have a query about the accuracy or completeness of the application then please check the source data in the jobs.nhs.uk site.

Education & Professional Qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Education & Professional Qualifications

Subject/Qualification	Place of study	Grade/Result	Year obtained
International Diploma in Business Analysis ISEB/BCS		Pass	2012
M.Sc. Computing	Manchester Metropolitan University	Pass	2000

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
Agile Practitioner	Emergn	6 months part time.	2015
Product Management Essentials	BBC	1 week	2015
Creative Workshop Facilitation	BBC	3 days	2016

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status Not required for this post

If you have answered "I have current UK professional registration relevant for this post" or "I have current UK professional registration and licence to practise for this post" then please enter the relevant details below.

Professional Body and Membership 1

Professional body
If other please provide details below
Membership/Registration number
Expiry / renewal date

Professional Body and Membership 2

Professional body
If other please provide details below
Membership/Registration number
Expiry / renewal date

NHS Service

Start date of continuous NHS service (if applicable)
Months since most recent employment ended (if applicable)

Current/most recent employer (reference always required)

Employer name BBC

Employer address

BBC Design + Engineering Quay House, MediaCityUK, Salford, M50 2QH

Type of business Media

Reporting to (job title) Head of Business Analysis

Telephone 020 8743 8000

Your job title Senior Business Analyst

Start date 06/2017

End date

Grade 9

Salary 51041

Period of notice 1 Month

Reason for leaving (if applicable)**Brief description of your duties & responsibilities**

I am a senior business analyst in the BBC's Infrastructure, Services, Operations and Commercial department. The team provides specialist resources for the delivery of the BBC's internal computing products. Traditionally a project-driven area, I am leading the move to a product-based way of working by leading the analysis across multiple projects in the Unified Communications product area. I am also responsible for mentoring junior analysts along with supervising apprentices and placements. I have created a local peer group to encourage knowledge sharing amongst business analysts. My current projects include: * Online Portfolio Review The OPR is seeking to increase the BBC's reach with the under 35s. I am leading the analysis behind the Audience Data and Analytics work stream, facilitating the delivery of clear requirements that can be taken to the wider organisation. I am also overseeing the analysis on two further OPR work streams. * Unified Communications I have headed the team's move from project to product thinking by partnering the Unified Communications product team on several initiatives. This approach has added value through the creation of cross-project collaborations in areas such as third-party engagement, communications and marketing. On the Skype for Business rollout project, I have engaged hundreds of users through surveys and collaboration tools. In a first for the department this user input is being used to shape project requirements.

Activities prior to above starting with most recent

Employer name BBC

Employer address

BBC Design + Engineering Quay House, MediaCityUK, Salford, M50 2QH

Type of business Media

Reporting to (job title) Programme Manager

Telephone 020 8743 8000

Your job title Senior Agile Business Analyst

Start date June 2014

End date May 2017

Grade 9

Salary 49794

Period of notice

Reason for leaving (if applicable)

I successfully applied for a new role at the BBC.

Brief description of your duties & responsibilities

The BBC's Red Button service is an interactive TV service providing access to news, sport, weather and travel, as well as additional channels for major sporting and music events. The service is used by 14 to 17 million people every week. I led the analysis on a 3 year, multi-million pound project to ensure the smooth running of the Red Button service into the next decade. As a member of the programme leadership team, I managed a team of analysts supporting the delivery of the roadmap using agile methodologies. I partnered the product managers, balancing the needs of users and editorial stakeholders with the goals of the programme. I undertook analysis of audience data and feedback to enable decision-making, and oversaw the work of multiple developer crews, running workshops and managing backlogs. Achievements: * Red Button on Freeview HD I delivered the analysis behind the implementation of Red Button services on Freeview HD - and played a pivotal role in the design of a faster service. This strategic goal of the BBC enables the delivery of future iterations of interactive television. * Red Button Scheduling & Automation This long-running analysis involved fulfilling the needs of internal and external stakeholders and suppliers. This complex project delivered new editorial and operational tools as well as simplifying workflows. * Leadership & Development I initiated a professional forum for BAs in my department. I coached junior analysts towards professional exams and delivered conference talks.

Employer name AstraZeneca

Employer address

Alderley Park, Alderley Rd, Alderley Edge, Macclesfield, SK10 4TG

Type of business Pharmaceuticals

Reporting to (job title) Business Analysis Group Head

Telephone 01625 233558

Your job title Agile Business Analyst

Start date May 2010

End date May 2014

Grade C

Salary

Period of notice

Reason for leaving (if applicable)

AstraZeneca moved their main UK research centre to Cambridge, I took voluntary redundancy.

Brief description of your duties & responsibilities

As an analyst in this internal consultancy, I acted as proxy product owner, worked embedded with development teams, or delivered strategic analysis to facilitate organisational change. Achievements: * MBDDx Information Platform Delivered using scrum, MBDDx was a web-based tool for recording and querying experimental results. I partnered a new product owner (PO) to enable the definition of requirements, and production of a roadmap. As proxy PO, I acted as a conduit between the PO and the developers. I ensured that the right product was built by defining user stories and acceptance criteria. * Commercial Operations Attachment I believe that the ability to switch domains is an important skill for many roles, especially the BA. I undertook an attachment to AZ's commercial arm as a key development opportunity. * Agile Coaching & Student Mentoring I coached multiple teams in their successful adoption of Scrum as a delivery method. As a student mentor, I oversaw the professional development of placement students.

Employer name AstraZeneca

Employer address

Alderley Park, Alderley Rd, Alderley Edge, Macclesfield, SK10 4TG

Type of business Pharmaceuticals

Reporting to (job title) Head of Discovery Information

Telephone 01625 233558

Your job title Application Developer

Start date May 2001

End date May 2010

Grade B/C

Salary

Period of notice

Reason for leaving (if applicable)

I moved from application development to business analysis.

Brief description of your duties & responsibilities

As I progressed through multiple roles, I played a significant part in the delivery of local and global projects. My responsibility covered all phases of the software development lifecycle from requirements gathering to training and support. Achievements: * Assay Management System (AMS) In AMS, I designed and coded an extensible set of tools that allowed scientists run every aspect of their work – from the ordering of compounds to the uploading of processed data. Through my solution, new components could be deployed without the need for software releases.

Employer name Imperial Cancer Research Fund (ICRF)

Employer address

Lincoln's Inn Fields, London, WC2A 2ES

Type of business Cancer Research

Reporting to (job title) Head of Microscopy

Telephone

Your job title Research Technician

Start date September 1997

End date September 1999

Grade

Salary

Period of notice

Reason for leaving (if applicable)

I left to undertake full-time study for a masters degree in computing.

Brief description of your duties & responsibilities

I was part of a team delivering specialist microscopy services for the research institute. One of my core responsibilities was teaching advanced microscopy techniques and lab skills.

Employer name Cancer Research Campaign

Employer address

Paterson Institute for Cancer Research, Wilmslow Road, Manchester, M20 4BX

Type of business Cancer Research

Reporting to (job title) Head of Epithelial Biology

Telephone

Your job title Scientific Officer

Start date April 1990

End date September 1997

Grade

Salary

Period of notice

Reason for leaving (if applicable)

I successfully applied for a role at the Imperial Cancer Research Fund.

Brief description of your duties & responsibilities

I was a research technician on a team exploring skin and bowel cancers. During my time at the Paterson, I co-authored four peer-reviewed research papers: <https://www.ncbi.nlm.nih.gov/pubmed/?term=ramsden+and+potten>

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

Starting in September 1999, I took time off work to study for an M.Sc.

Supporting Information

In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Supporting information

I have always been interested in roles that have a health or scientific component.

I started my career working 'at the bench' in cancer research where I co-authored a small number of papers before moving fully into IT. A natural aptitude for computing led me into scientific application development and then business analysis, both at AstraZeneca (AZ).

When AZ moved to Cambridge I took the opportunity to move to the BBC where I have led the analysis behind customer-facing products and supported the delivery of enterprise IT projects.

I am a BCS/ISEB certified business analyst with a masters degree in computing. The certification gave me exposure to the full spectrum of the BA role and I combine that with broad professional experience.

I have extensive experience of software delivery in different business functions and domains (for example R&D and commercial operations at AstraZeneca, customer-facing product development and business-facing infrastructure at the BBC).

I have played a key role in delivering software and change projects using Scrum and Kanban, I have also worked as part of an internal consultancy, providing analysis for business change.

As a business analyst embedded with Scrum teams I have elicited requirements and use cases, and used those to create backlogs of user stories including acceptance criteria.

Whether it's coming-up with a novel method for managing automated experiments at AZ or simplifying aspects of scheduling at the BBC, I thrive on complex challenges and solving problems.

I've used UML to record and communicate processes, and I'm currently learning BPMN.

Throughout my career I have been lucky enough to have worked in diverse cultures and to have had my own diversity valued.

Starting with myself, I am an exponent of personal and professional development, taking every opportunity to expand my knowledge and experience. I have mentored numerous placement students and apprentices, and coached junior BAs towards professional exams.

I feel that I have a unique set of skills and experience that make me ideal for this role.

Preferred employment type Flexible hours

Further questions

The question text supplied by jobs.nhs.uk is not in an easy to read format, it has been cleaned up as much as is safely possible but is likely to be missing punctuation and have improper capitalisation. To view the original question text, please access this application on jobs.nhs.uk

The questions in this section are customised to the post for which you are applying.

Are you currently a health education england employee No

Have you provided referees which cover the last 3 years of employment failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Have you provided details of employment gaps in the relevant section failure to provide this information at this stage may result in any future offer of employment being withheld or withdrawn at a later stage Yes

Referees

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor, solicitor or MP. Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

Type of reference Previous Employer
Email address mark.hanson@hcl.com
Title Mr
Surname/Family name Hanson
First name Mark
Relationship Mark was my programme manager in my previous role.
Employer name BBC
Job title Programme Manager
Address line 1 HCL Technologies UK Ltd
Address line 2 45 Clarendon Road
Address line 3
Town/City
County/State
Country United Kingdom
Postcode/Zip code WD17 1SZ
Telephone
Fax
Can the referee be approached prior to interview? Yes

Type of reference Previous Employer
Email address julie.berentzen@gmail.com
Title Mrs
Surname/Family name Berentzen
First name Julie
Relationship Julie was my team leader at AstraZeneca.
Employer name AstraZeneca
Job title Business Analysis Practice Manager
Address line 1 43 Woodfield Road
Address line 2 Cheadle Hulme
Address line 3
Town/City
County/State
Country United Kingdom
Postcode/Zip code SK8 7JT
Telephone
Fax
Can the referee be approached prior to interview? Yes

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?

Document checklist

You should have received the following additional documents with this pack:

- TIS Agile Business Analyst JD - TIS-AgileBusinessAnalyst-8A - V4 (2).pdf
- HEE Functional Requirements - HEE Functional Requirements.pdf