

# Digital Solutions Business Analyst & Project Manager: Invitation to Tender

The [Staff and Educational Development Association \(SEDA\)](#) is the professional association for staff and educational developers in the UK and beyond, promoting innovation and good practice in higher education. We utilise a number of digital solutions in the organisation and delivery of our work including for committee and customer relationship management, product vending and invoicing, internal and external communications (including a website and social media), and provision of public and member-only services including publications, awards and conferences.

We are seeking an individual who can provide business analysis and project management skills to enable us to review our digital requirements and, where necessary, identify and implement appropriate solutions so that we can improve efficiency, deliver a better service to members and continue to meet our charitable objectives. The timescale for this relatively small project is approximately 6 months, and we intend for any new solutions (or refresh of existing ones) to be up and running in readiness for the new academic year commencing September 2024. The specific schedule, working patterns and deadlines will be negotiated with the successful applicant.

£5,000 is available to fund the role as a single project with half the payment made on the basis of satisfactory progress and an interim report after 3 months, and final payment once the new / refreshed systems are in place.

## Application Process

Please send a current Curriculum Vitae and covering statement highlighting the ways in which you meet the person specification to [office@seda.ac.uk](mailto:office@seda.ac.uk)

Deadline for applications: midnight on **Friday 20<sup>th</sup> October**

Short interviews will be conducted online on Thursday 2<sup>nd</sup> November between 14:00 and 16:00.

If you would like to have an initial informal discussion about the project please contact SEDA Co-Chair, Helen King ([h.king@bathspa.ac.uk](mailto:h.king@bathspa.ac.uk)).

## Job Description

In consultation with the SEDA Office and Executive Committee, lead on the:

- Analysis of business requirements with a focus on functionality of digital systems;
- Identification and evaluation of appropriate solutions;
- Project management of the implementation of selected solutions.

## Key Deliverables

- A clear summary of business requirements;
- Presentation of prioritised options to meet these requirements within a specified budget;
- Provision of project management support to enable the digital solution(s) to be implemented effectively and efficiently with minimal disruption to the organisation or its members.

## Person Specification

You will have evidence of:

- Experience of requirements gathering and solution evaluation and implementation;
- Understanding of broad types of digital solutions in a service-delivery context;
- Ability to proactively lead small-scale projects;
- Excellent interpersonal skills including relationship management with busy senior colleagues (members of the SEDA Executive Committee are volunteers with full-time roles elsewhere);
- On-time and effective delivery of small-scale projects
- Ability to collaborate and communicate effectively with a wide range of stakeholders;
- Experience of working within a higher education context.