

Role Description

Job title	Platform Analyst
Job Family	Information Technology Management (ITM)
Job Sub-Family	Enterprise Capabilities Management
Entry grade	FGIV
Role summary	Support, design, develop and deploy solutions in line with the client's expectations.

Standard Role Duties & Responsibilities	The duties of the role are performed under the supervision, including guidance and support, of temporary staff. Support the Portfolio/Platform Senior Lead in their planning of the short- and long-term Portfolio/Platform roadmap from a lifecycle and new demand perspective; Support design, development and deployment of EMA's next generation data management, collaboration and analytics platforms; Support design, development, and deployment of secure solutions that ensure data integrity and quality and provide quality assurance and review of the analysis deliverables; Design scalable services that enable the operation of modern applications; Clarify requirements for delivery team supported by Product Owners/Customer Portfolio analysts; Allocate Program Increment requirements into sprints in collaboration with scrum master(s) and participate in scrum stand-up calls to review progress and resolve issues; Supervise quality of delivery on user stories and support sign off by relevant colleagues (all pre-User Acceptance Testing UAT). Supervise quality of delivery on user stories and the completeness of each sprint.
Role Specific Duties & Responsibilities	The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in: activities of the organisational entity within which the job holder carries out those tasks; the set of annual performance and development objectives, which are established together with the reporting officer; the requirement to comply with SOPs, WINs, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.

Managing resources

No management or supervision of resources.

Communication and professional contacts

Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations.

Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project.

In particular, a Platform Analyst will:

Collaborate closely with industry experts-such as computer scientists, software engineers and scientific staff of the Agency to implement complex regulatory requirements and to determine the best way to customize a new and existing applications and platforms for use by the Agency, Regulatory Network or Pharmaceuticals Industry;

Collaborate with Customer Portfolio Analyst to assess and optimise functional requirements, and to enable user acceptance testing;

Collaborate with insourced analyst capacity to fulfil creation of user stories and tasks in the delivery pipelines.

Essential requirements

Education

Experience

Skills & knowledge

Certificates

Education

a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Experience

Up to three years of full-time professional relevant experience;

Experience with business analysis, defining and structuring requirements, writing user stories and acceptance criteria, designing mock-ups and wireframes, prioritising the backlog and setting up/running working group meetings;

Experience of working with both technical and non-technical resources.

Skills & Knowledge

n/a

Certificates

n/a

Nice to have Education Experience Skills & knowledge Certificates	Education n/a
	Experience Experience with SAFe agile methodology (or similar); Professional experience of system analysis within a large organisation preferred, ideally within the pharma or regulatory sector; Understanding of data modelling, data transformation and integration with master data management systems; Experience with project tracking and design tools (e.g. Azure DevOps, Jira, Balsamiq, EA Sparx or similar).
	Skills & knowledge n/a
	Certificates n/a

Category	Competency	Proficiency Level
Role competencies	Business analysis	Intermediate
	Understanding business context	Intermediate
Sub-family competencies	Quality management	Intermediate
	Emerging Technology monitoring	Intermediate
	Continuous Improvement	Intermediate
	Applied Knowledge Management	Intermediate
Grade competencies	Adaptability and Agility	Intermediate
	Coping with Pressures and Setbacks	Intermediate
	Analysing and problem solving	Intermediate
Core competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate

	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Basic