



Consultant

Specialization: Business Analysis

FirstRule Group is a consulting firm with a broad book of business in the public sector and healthcare fields. Our projects are often complex, multi-year, and highly visible with outcomes that matter to the well-being of communities in the Pacific Northwest.

We are looking for dedicated, effective, and engaging people to join our team.

At FirstRule Group, consultants that specialize in business analysis may have expertise in both business administration and information technology (IT). They are change agents that help maximize the value delivered by an organization to its stakeholders. Their primary responsibilities may include analyzing systems and interfaces; improving business processes; translating business needs to technical requirements; applying analytical processes to the planning, design, and implementation of IT systems; liaising between IT and the other areas of the organization; and improving the quality of IT services.

Key Responsibilities

- Researches, analyzes, and guides the integration and implementation of new technology and business processes. These processes may include system and applications, data and interfaces, and user experience.
- Develops and recommends creative solutions, including new methods, processes, and procedures.
- Diagrams process elements and issues for discussions and professional presentations.
- Analyzes data, including key performance indications, technical reports, and other metrics.
- Collaborates with project managers and other consultants on the team.
- Considered the “go-to” person for overall system knowledge.
- Develops analytical approaches and solutions in the event of problems or unexpected scenarios.
- Understands and communicates the full business process (including anticipated future needs), strategic direction, and impacts on stakeholders.
- Assists in eliciting, defining and documenting requirements.
- Helps track and document requirements, throughout the project.
- Maintains documentation on projects.

- Acts in the role of project manager when the project manager is unavailable.

Key Deliverables

Common documents or deliverables that you may be asked to create and manage:

- Business requirements specifications
- Functional and non-functional specifications
- Acceptance and evaluation criteria
- User acceptance test cases
- Diagrams and flow charts
- Current state analysis

Qualifications and Competencies

- ✓ Degree in Business Administration, or related field. Comparable or relevant experience may substitute for education.
- ✓ 5+ years of experience working in an operational role at a business, agency, or organization.
- ✓ Strong background in IT management or another technology-driven role.
- ✓ Excellent leadership skills including demonstrated ability to make hard decisions, adapt to changing situations, and listen to differing points of view.
- ✓ Excellent problem-solving skills.
- ✓ Exceptional written and verbal communication skills, including the ability to translate technical information into plain language.
- ✓ Demonstrates an analytical mindset and attention to detail.
- ✓ Demonstrates technical knowledge and awareness of trends in field.

You are our next big thing!

Interested in joining our team? Visit firstrulegroup.com to apply
or contact us at info@firstrulegroup.com

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