

Job Title:	ERP Analyst
Location:	Aberdeen HQ with travel to other locations as required.
Responsible To:	ERP Project Manager
Date:	May 2024

Purpose of Job:	<p>ERP lifecycle activity including analysis, integration, testing and training.</p> <p>Analysis input to ERP update / upgrade and enhancement, engaging at relevant organisation levels.</p> <p>Business process analysis, definition, and documentation.</p>	
Key Areas of Responsibility:	<ul style="list-style-type: none"> <li>Analysis input to ERP upgrade / implementation including related business process, applications, databases, and reports.</li> <li>Analysis input to the ongoing design, development, testing, integration, and maintenance of ERP.</li> <li>To provide Business Analysis expertise in the context of a major ERP upgrade project and resulting improvement opportunities.</li> <li>Analysis of proposed improvements and assurance input during subsequent implementation and delivery.</li> <li>To work with developers / testers during related activities ensuring solutions meet specified requirements.</li> <li>To coordinate acceptance and regression testing activities including executing these as required.</li> <li>Working with business stakeholders to detail process and capture requirements.</li> <li>Analyse organisation structure, policies, and processes, analysing potential solutions, and improvements.</li> <li>Analyse, document and develop business process and technical details of the company ERP system and related solutions.</li> <li>Establish business relationships ensuring a broad organisational ERP understanding.</li> <li>Contribute to Business Systems work prioritisation through business case and benefit analysis.</li> <li>Analyse, review and approve proposed changes. Support team members to detail strong written analysis content demonstrating appropriate control / auditability.</li> </ul> <p><b>Additional</b></p> <ul style="list-style-type: none"> <li>Improve efficiency by simplifying and automating process via analysis.</li> <li>Analyse solutions to continuously improve process.</li> <li>Contribute to ERP support analysis when required.</li> </ul>	
Interfaces (Internal/External):	Members of Hydrasun Group at all levels.	
Qualifications:	Essential	Desirable

	Degree or equivalent experience in suitable IT discipline.	Relevant certification.
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Delivery of business analysis in an ERP environment.</li> <li>• A track record of achievement both ERP upgrade / implementation projects.</li> <li>• Analysis and delivery of solutions in an ERP environment.</li> <li>• Business process modelling, documentation, and analysis.</li> <li>• Ability to convey process and appropriate technical detail at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of, and experience within ERP upgrade / implementation projects, in the context of analysis, definition, testing and implementation.</li> <li>• Experience of engineering, manufacturing, and distribution IT.</li> </ul>
Skills/Training Competences:	Essential	Desirable
	<p>ERP development, deployment, customisation, and integration including modules and the database backend.</p> <p>Business analysis and process design.</p> <p>Excellent presentation and written / verbal communication skills.</p> <p>Strong interpersonal skills with the ability to build organisational rapport.</p>	<p>Relevant technical skills in a Microsoft environment.</p> <p>Experience with Syspro ERP System.</p> <p>Microsoft SQL Server databases.</p> <p>Paginated document / reporting solutions such as Crystal Report or SSRS.</p> <p>Tabular reporting solutions such as MS Excel.</p>

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term, then this job description will be revised.