

**Title: Business Analyst with Duck Creek and BOP**

**Job Description:**

**Project & Domain: Property and Casualty Insurance, Duck Creek, and BOP (Business Owner Policy) line of business Experience.**

**Looking for Duck Creek and BOP (Business Owner Policy) line of business Experience.**

**Look for 5 to 8 Years + candidates.**

**Commercial Property and Casualty, Business, and Professional Liability insurance companies/Domain.**

**Business Analyst - Job Summary:**

**Position Summary:**

Acts as a liaison between business partner and IT team. Understands, reviews, analyzes, and evaluates business partner needs. Responsible for development and documentation of business requirements based on business needs and objectives. Recommends solutions and ensures business needs are met.

**Primary Job Responsibilities:**

- Serve as liaison between Business and IT; translating business needs into functional business requirements. Collaborate with business partner to define project scope and business requirements for small to medium business requests.
- Have solid hands-on experience in BOP (Business Owner Policy) line of business Experience
- Manage business requirements throughout the SDLC. Collaborate with Project Manager to manage scope and business partner expectations.
- Plan business analysis activities. Develop estimates for business analysis tasks. Accountable for managing to estimates.
- Analyze business objective/need and document business requirements while using industry standard analysis techniques such as data flow modeling, workflow analysis, functional decomposition analysis and business rule definition.
- Elicit requirements using techniques such as interviews, workshops, JAD sessions, and/or existing systems documentation or procedures.
- Understand and apply Corporate IT standards, designs and documentation standards into recommended project artifacts.
- Additional Recommended Responsibilities:
  - IT Industry Knowledge
  - Build and maintain a solid understanding of the major technology trends impacting the business.
  - Maintain a broad business and IT product knowledge, including the impact of industry trends, regulatory environment, and relevant best practices on the recommended solutions.

- Follow the standards, procedures and methodologies in the System Development Life Cycle in the design and/or recommendation of technical solutions.
- Business Partnership
- Build and maintain an in-depth understanding of business process and products across IT and the department.
- Use active listening to define business objectives/needs, and recommend the appropriate solutions based on a strong understanding of these business objectives/needs.

### **Recommended Qualifications:**

- Bachelor's Degree (preferred) in Computer Science, Information Systems, or a related field.
- 8 to 9 + years of relevant IT industry work experience as **Insurance BA**.
- 5+ years business analysis experience on **P&C Insurance**.
- Prior experience working with surrounding Duck Creek insurance suite ( **PolicyCenter, BillingCenter, ClaimCenter** ) for personal lines.
- Must be detail-oriented and thorough with the ability to meet aggressive deadlines.
- Must be flexible and effective at multi-tasking.
- Establishes a positive relationship with IT staff and business partners.
- Must possess outstanding verbal and written communication skills.
- Effective in a variety of formal/informal presentation settings: one-on-one, small and large groups.