

Job Title:	Business Systems Engineer
Location:	Aberdeen Office
Responsible To:	Business Systems Team Leader
Direct Reports:	None
Review Date & Rev No	May 2026

<p>Purpose of Job:</p>	<p>Business Systems Engineer within the Business Systems team which forms part of the wider IT &amp; Business Systems function.</p> <p>Business Systems develop, maintain, and support: -</p> <ol style="list-style-type: none"> <li>1. Enterprise Resource Planning / ERP.</li> <li>2. Associated data-driven reporting.</li> <li>3. Underlying Databases.</li> <li>4. In-House and 3<sup>rd</sup> Party Applications.</li> <li>5. Related Procedures and Documentation.</li> </ol> <p>Business Systems work with the organisation performing technical / process lifecycle management of business systems and provide related support and training.</p> <p>The Business Systems Engineer contributes to the core activities / disciplines above as part of the wider Business Systems team.</p>
<p>Key Areas of Responsibility:</p>	<p>Business systems development, maintenance, and support. Input to analysis, design, and configuration.</p> <p>Involvement in Business Systems projects such as ERP lifecycle management and related activities.</p> <p>Contribution to frequency-based ERP and reporting activities as required including occasional out of hours work.</p> <p>Engagement in the Business Systems team and wider organisation to develop, integrate and support solutions.</p> <p>Maximising the benefit of existing solutions and ongoing technology updates.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> <li>• Create, maintain and execute ERP, reporting, and database solutions.</li> <li>• Work with users and wider project teams as required to configure, support, modify and test above.</li> <li>• Produce and maintain documentation.</li> <li>• Execute change control.</li> <li>• Regular contribution to related Business Systems support activities and frequency-based Business Systems activities.</li> </ul>

Interfaces (Internal/External):	Members of the business at all levels.	
Qualifications:	Essential	Desirable
	Related degree or equivalent experience.	
Experience Required:	Essential	Desirable
	<p>Experience working within an ERP environment and an established business systems team is desirable.</p> <p>Experience of ERP, databases, and reporting.</p>	<p>Experience of Business Systems projects e.g. ERP maintenance and upgrade.</p> <p>Experience of manufacturing Business Systems.</p> <p>Experience training and supporting users through Business Systems projects, e.g. ERP upgrade.</p> <p>Experience testing systems with lifecycle management.</p>
Skills/Training Competences:	Essential	Desirable
	<p>Technical skills associated with Business Systems including ERP, reporting and databases.</p> <p>Strong communication skills and ability to integrate into an experienced technical team in a project environment.</p> <p>Effective communication with business interfaces ensuring technical and process detail is understood.</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.