



NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Business Systems Analyst
SCALE:	ISD SO2
SUPERVISION AND CONTROL:	Solution Design Manager
PLACE OF WORK:	Hybrid - Darby House / home working
HOURS OF WORK:	37

PURPOSE OF THE JOB: To aid the development and implementation of IT solutions through business and system analysis and design. To ensure that systems are developed in-line with the current aims, objectives and principles of the Police and Fire. This will include assisting the development and delivery of the Digital and Technology programme of work by supporting the department's change and annual planning processes.

MAIN RESPONSIBILITIES:

1. To undertake feasibility studies and assist in the production of formal business cases for proposed solutions as a basis for decision making at a senior management level.
2. To carry out business and system analysis to develop user requirements for solutions as a basis for their development both in-house and external.
3. To perform analysis of existing systems to provide advice and consultation on current capabilities.
4. To provide gap analysis between existing systems and processes and the required to be state and perform solution identification to meet business needs.
5. To work closely with the Business Engagement leads with the Digital and Technology Department to ensure that business areas across Fire and Police have relevant information related to the technology they use and/or need.
6. To carry out work to support the operation of the departmental and corporate change processes by conducting analysis of business requirements and writing change mandates or business cases as directed by the Solutions Design Manager.
7. To contribute to programmes of work and strategic roadmaps by conducting the analysis of business requirements as required.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work.

In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with a further 5 days after 5 years continuous service.

PERSON SPECIFICATION BUSINESS SYSTEMS ANALYST

ESSENTIAL CRITERIA

Business Analysis: Level 6

- You are able to demonstrate you can take full responsibility for business analysis within a significant segment of an organisation where the advice given, and decisions made will have a measurable impact on the profitability or effectiveness of the organisation.
- You can show that you can lead the selection of appropriate business analysis methods, tools, techniques; selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.
- You can show that you are able to establish the contribution that technology can make to business objectives, defining strategies, validating and justifying business needs, conducting feasibility studies, producing high-level and detailed business models, preparing business cases, overseeing development and implementation of solutions, taking into account the implications of change on the organisation and all stakeholders.
- You can demonstrate experience of guiding senior management towards accepting change brought about through process and organisational change.

User Focus: DDaT level Practitioner

- You can demonstrate you know how to give direction on which tools or methods to use.
- You can show you are experienced in meeting the needs of users across a variety of channels.
- You can demonstrate an ability to bring insight and expertise in how user needs have changed over time to ensure these are met by the business.
- You can show you know how to apply strategic thinking in how to provide the best service for the end user.

Technical Understanding: DDaT Level Expert

- You are able to demonstrate you thoroughly understand the technical concepts required for the role and can explain how these fit into the wider technical landscape.
- You can demonstrate an ability to predict and advise on future technology changes that present opportunities.

Problem Management - DDaT level Practitioner

- You can show you know how to ensure that the right actions are taken to investigate, resolve and anticipate problems.
- You can demonstrate that you can coordinate the team to investigate problems, implement solutions and take preventive measures.

Service Focus - DDaT level Practitioner

- You can show you know how to see the bigger picture and can investigate how to get the best of underlying services.

Ownership and Initiative: DDaT level Practitioner

- You can demonstrate experience of taking accountability of issues that occur and be proactive in searching for potential problems.
- You can demonstrate that you know how to achieve excellent user outcomes.

DESIRABLE CRITERIA

- 1.You will have demonstrable experience of carrying out a similar role in a law enforcement or fire service context.
- 2.You will have experience in an environment that routinely handles sensitive data while demonstrating an understanding of the principles of assessing risk of harm or equivalent qualitative analytical methods.
- 3.Relevant industry qualification

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MARKING SPECIFICATION

ESSENTIAL CRITERIA

6	5	4	3	2	1

DESIRABLE CRITERIA

TOTAL

KEY

- 1-Poor
- 2-Markedly less than acceptable
- 3-Slightly less than acceptable
- 4-Acceptable
- 5-Slightly more than acceptable
- 6-Markedly more than acceptable