



Role Profile

C5237 PO 2-5 Business Analyst

Role Description

To provide business analysis expertise and support to programmes, projects and the wider organisation as directed.

Main Responsibilities

- Guiding and supporting business review and re-design.
- Mapping 'as-is' and 'to-be' business states, identifying opportunities for improvement/options for change, modelling different scenarios and analysing impacts of change.
- Design and facilitate workshops to analyse, define and prioritise requirements, challenge thinking and agree outcomes to ensure robust requirement development and approval in line with business needs.
- Develop testing and user acceptance plans, understanding and articulating the effect of proposed solutions, create accurate and details 'as-is' and 'to-be' business models, conducting impact assessments and benefits analysis for proposed solutions incorporating process.
- Configuration management of documentation and architecture for the project/programme including business processes, procedures, requirements catalogues, traceability matrices, test plans and strategies and other documents.
- Supporting the project/programme team with the creation and maintenance of standard project/programme documentation as required under the direction of the Project/Programme Manager.
- Lead, chair and facilitate workshops and meetings, preparing and delivering presentations and other communication and engagement activity as required.
- Support the business change aspect of the project/programme contributing to business readiness/change impact assessments and planning training/awareness and communications activity to ensure the change is effectively embedded.
- General analytical support including analysis of a range of different types of data and information, benefits identification, monitoring and tracking.

Rank\Scale

PO 2-5

Reports To

Strategy and Transformation Portfolio Manager

Supervisory Responsibility

None

Additional Information



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Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

Experience and Qualifications

The postholder will:

- be qualified to degree level in a relevant subject or equivalent relevant experience;
- hold a full current driving licence or be able to travel around the force area using alternative transport;
- significant previous experience of business change and organisational development work in a business or public service environment;
- excellent IT skills including extensive experience using all common Microsoft packages;
- excellent interpersonal skills - including good verbal and written communication, presentation skills and the ability to lead and facilitate meetings and workshops with a range of stakeholders;
- experience of collating, processing and analysing both quantitative and qualitative data;
- experience of identifying, documenting and verifying business requirements and specifications;
- experience of business process improvement/re-engineering including analysing and documenting processes using a range of tools and software.

The following would be advantageous:-

- experience using PRINCE 2 project management methodology and/or similar industry standards (such as Managing Successful Programmes (MSP), Agile, etc).

This post has been designated as requiring the following vetting level in accordance with the National Vetting Policy - Police Recruitment Vetting (RV)

Shortlisting

SHORTLIST

Criteria relevant to the job

ESSENTIAL



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Requirements necessary for safe and effective performance in the job

ADDITIONAL/USEFUL

Where available, elements that contribute to improved/immediate performance in the job

Qualifications

Be qualified to degree level in a relevant subject or equivalent relevant experience.

QE1

Hold a full current driving licence or be able to travel around the force area using alternative transport;

QE2

Experience

Significant previous experience of business change and organisational development work in a business or public service environment;

EE1

Experience using PRINCE 2 project management methodology and/or similar industry standards



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(such as

Managing Successful Programmes (MSP), Agile, etc).

EA1

Excellent IT skills including extensive experience using all common Microsoft packages;

EE2

Excellent interpersonal skills - including good verbal and written communication, presentation skills and the ability to lead and facilitate meetings and workshops with a range of stakeholders;

EE3

Experience of collating, processing and analysing both quantitative and qualitative data;

EE4

Experience of identifying, documenting and verifying business requirements and specifications;

EE5

Experience of business process improvement/re-engineering including analysing and documenting processes using a range of tools and software.



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EE6

Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Senior Manager/Executive	Behaviours: <ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give people an equal opportunity to express their views • I communicate with everyone, making sure the most relevant message is provided to all • I value everyone's views and opinions by actively listening to understand their perspective • I make fair and objective decisions using the best available evidence • I enable everyone to have equal access to services and information, where appropriate 	No
Core Values	Integrity	Senior Manager/Executive	Behaviours: <ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging situations • I enhance the reputation of my organisation and the wider police service through my actions and behaviours • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations • I am open and responsive to challenge about my actions and words • I declare any conflicts of interest at the earliest opportunity • I am respectful of the authority and influence my position gives me • I use resources effectively and efficiently and not for personal benefit 	No



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Core Values	Public Service	Senior Manager/Executive	Behaviours: <ul style="list-style-type: none"> • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand the needs of others to act in their best interests • I adapt to address the needs and concerns of different communities • I tailor my communication to be appropriate and respectful to my audience • I take into consideration how others want to be treated when interacting with them • I treat people respectfully regardless of the circumstances • I share credit with everyone involved in delivering services 	No
Core Values	Transparency	Senior Manager/Executive	Behaviours: <ul style="list-style-type: none"> • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately 	No
Intelligent, Creative and Informed Policing	We analyse critically	Senior Manager/Executive	<p>I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios.</p> <p>I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial.</p> <p>I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations.</p> <p>I use my knowledge of the wider external environment and long-term situations to inform effective decision making.</p> <p>I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.</p>	No



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Inclusive, Enabling and Visionary Leadership	We are collaborative	Senior Manager/Executive	<p>I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures.</p> <p>I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private).</p> <p>I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities.</p> <p>I create an environment where partnership working flourishes and creates tangible benefits for all.</p>	No
Resolute, Compassionate and Committed	We are emotionally aware	Senior Manager/Executive	<p>I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate.</p> <p>I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance.</p> <p>I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed.</p> <p>I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions.</p> <p>I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.</p>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Senior Manager/Executive	<p>I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance.</p> <p>I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements.</p> <p>I work to create an innovative learning culture, recognising and promoting innovative activities.</p> <p>I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere.</p> <p>I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.</p>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Senior Manager/Executive	<p>I challenge myself and others to bear in mind the police services vision to provide the best possible service in every decision made.</p> <p>I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals.</p> <p>I ensure that everyone understands their role in helping the police service to achieve this vision.</p> <p>I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these.</p> <p>I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes.</p> <p>I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment.</p> <p>I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners.</p> <p>I motivate and inspire others to deliver challenging goals</p>	No



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Resolute, Compassionate and Committed	We take ownership	Senior Manager/Executive	<p>I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame.</p> <p>I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities.</p> <p>I define and enforce the standards and processes that will help this to happen.</p> <p>I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance</p> <p>I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance.</p> <p>I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.</p>	No
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NOS

NOS Unit	Unit Name	Unit Description