

Police Staff
Business Analyst
Safeguarding
Role Definition:00032 / 20340

ROLE DEFINITION

Dept / Area Command:	Safeguarding	Section:	Strategy & Innovation
Post Title:	Business Analyst	Post Reference:	00032 / 20340
Post Grade:	Grade J	Location:	Balliol
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Project Manager		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	Understand organisational business needs, creating alternative operating models, innovative solutions and workforce design to achieve strategic priorities, force improvement and delivery of outstanding services.		

Key Responsibilities:-

1. Lead improvement projects on development of new business models, operating processes and workforce design, assessing business impact of change and create robust business case for change.
2. Lead on the planning and management of force business activity analysis, combining business intelligence with consultation, best practice and emerging technology to identify improvements in force effectiveness and efficiency.
3. Engage with internal and external leaders, stakeholders, subject experts and the workforce to understand structure, policies, operational processes and future capability requirements to shape development of effective solutions.
4. Design and deliver effective workforce planning solutions to forecast resource capacity and capability requirements, ensuring workforce plans are fully integrated with financial forecasts to meet medium and long term business needs.

- 5. Manage the frameworks and processes associated with role design and ensure there is objective, fair and transparent job evaluation of roles.**
- 6. Participate in workforce planning, force improvement and external meetings to ensure that decisions regarding service change and investment are based on business need, robust analysis and innovation.**
- 7. Manage dependencies between areas for change and work collaboratively across the business to transform services by integrating technology, workforce and cultural change.**
- 8. Design implementation plans to encourage workforce engagement, manage change and deliver sustainable improvement.**
- 9. Manage and co-ordinate Project Adviser activity ensuring that improvement projects and workforce changes are fully supported, planned and managed.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.