

# JOB DESCRIPTION



<b>Role title:</b>	Business Analyst
<b>Grade and salary:</b>	J/K/L £33,348 – 46,437 This role is subject to a career-grading scheme – salary offered will be subject to experience and qualifications
<b>Hours:</b>	37 Hours per week
<b>Department or Division:</b>	Information Services
<b>Location:</b>	Force HQ
<b>Post reports to:</b>	Business Engagement Manager
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Vetting Requirements: Must have 5 years continuous UK residency to be eligible to apply.
<b>Date last reviewed:</b>	June 2023

## PURPOSE AND DESCRIPTION OF JOB ROLE:

You will work within the Business Engagement Team responsible for engagement with stakeholders, assessing and defining business needs and making critical decisions to inform realistic and cost-effective recommendations.

You will have the opportunity to work alongside police officers and staff in a variety of business areas, such as Driver Trainer and Dog Section, Organised Crime, Firearms, Forensics and Procurement teams, therefore the ability to converse to a diverse audience is a necessity. Using your skills and knowledge, you will have the opportunity to be part of our collaborative vision by developing effective relationships with our partners within the Derbyshire Fire & Rescue Service, Home Office, local councils and charities supporting victims of crime.

You will actively identify emerging trends and take advantage of technology to enable the delivery of digital excellence throughout the project lifecycle. We will expect you to show leadership within the design and testing stages, assist technical teams with implementation and support handover to operational teams.

You will work independently, demonstrating a good understanding of your own work area, sharing best practise and mentoring colleagues.

## SPECIFIC ROLES AND RESPONSIBILITIES:

- **Agile working.** You can identify and compare the best processes or delivery methods to use, including measuring and evaluating outcomes. You know how to help the team to decide the best approach. You can help teams to manage and visualise outcomes, prioritise work and work to agreed minimum viable product (MVP), print and scope.
- **Business analysis.** You can investigate problems and analyse options for new and existing services. You know how to provide recommendations to solutions. You can work with stakeholders to identify objectives, opportunities and potential benefits available.
- **Business improvement process.** You know how to analyse current services and processes and can identify and implement opportunities to optimise these. You can help to evaluate and establish requirements using relevant techniques such as gap analysis.
- **Business modelling.** You can use a wide range of techniques to model situations confidently. You know how to gain the necessary agreement needed from subject matter experts and stakeholders, ensuring they review the results to fix any issues.
- **Business process testing.** You know how to report on system quality and collect metrics on test cases.
- **Digital perspective.** You will have the ability to apply a digital understanding to your work. You can identify and implement digital solutions. You will undertake technical business analysis with a familiarity of current architectural concepts such as APIs, and cloud infrastructure. You continually review processes looking for improvements.
- **Enterprise and business architecture.** You understand and can apply the current target operating model.
- **Innovation.** You know about innovation and can apply this to your own work.
- **Methods and tools.** You can select and support the most appropriate tool or method. You can elicit requirements using multiple techniques (e.g. interviews and workshops) from stakeholders and document within system specifications.
- **Requirements definition and management.** You know how to source requirements. You can facilitate the setting of business priorities for complex change initiatives. You can manage and implement requests for changes to baseline requirements. You can document technical requirements, use cases and user stories for inclusion in system specifications.
- **Stakeholder relationship management.** You know how to identify important stakeholders, tailoring communication to their needs, and work with teams to build relationships while also meeting user needs. You will have the ability to take opposing views to reach consensus. You understand how to work with stakeholders and contribute to improving these relationships, using evidence to explain decisions made.
- **Testing (business analysis).** You can review requirements, specifications and define test conditions. You can identify issues and risks associated with work while being able to analyse and report test activities and results. You identify and report on process improvements based on test results. You work with key stakeholders to resolve defects.
- **User focus.** You can identify needs and engage with users or stakeholders to collate user needs evidence. You understand and can define research that fits user needs. You can use quantitative and qualitative data about users to turn user focus into outcomes.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- Holds a degree (or comparable) in a relevant subject, or equivalent work experience.
- Experience of all stages within the project lifecycle, preferably in projects that have given exposure to waterfall and iterative (e.g. Agile) approaches.
- The ability to analyse and document complex business processes using recognised methodologies and techniques (e.g. UML and BPMN modelling).
- Understanding changes to the digital landscape, making informed decisions based on user need, available technology, and value for money.
- Evidence of business benefit identification to inform options and to make sure outcomes are aligned with business strategy.
- Experience of writing formal specifications containing technical, functional and non-functional requirements for digital solutions using exceptional written English.
- Excellent communication skills, including the ability to quickly develop effective working relationships and to influence and challenge key stakeholders to bring about business change.
- Experience of using Office 365 to produce documentation and perform analysis of data.

### Desirable:

- Business analysis qualifications (e.g. BCS International Diploma in Business Analysis).
- Knowledge and understanding of a recognised project management methodology, e.g. Prince2.
- Qualification or experience of implementing aspects of IT Infrastructure Library (ITIL).
- Certificate in a digital literacy e.g. International Computer Driving Licence (ICDL).