



## **JOB DESCRIPTION**

**Title – Information Systems Analyst (Developer)Analyst**

**Version - 2 Date - 01/07/2015**

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<b>Post Number:</b>	TC005
<b>Grade :</b>	SO2 – PO38
<b>Weekly Hours:</b>	37
<b>Department:</b>	Information Systems
<b>Status:</b>	Established
<b>Responsible To:</b>	Senior Information Systems Analyst
<b>Responsible for:</b>	N/A
<b>Location Work base:</b>	Force Headquarters
<b>Job Role /Purpose:</b>	To assist Leicestershire Police to meet the business objectives by implementing new information technology and improving and supporting existing information technology.
<b>Contacts:</b>	Officers and civilian employees of the Force and of other Forces; areas and departments; partner agencies; manufacturers and suppliers of computer equipment and systems and their representatives.
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **ESSENTIAL CRITERIA**

*A clear definition of the necessary criteria.*

#### **Essential knowledge:**

To hold a degree or professional qualification in a relevant subject e.g. MBCS or equivalent.

#### **Work Experience:**

To demonstrate previous success in an IT software development role including the ability to prioritise, plan, schedule and monitor own work.

#### **Personal / Interpersonal Skills, Aptitudes:**

Demonstrate a systematic, disciplined and analytical approach to problem solving including

experience of investigating and resolving bugs and data quality issues.

Demonstrate effective and responsible technical decisions which take the needs of the organisation fully into account.

**Special Skills:**

Demonstrate the ability to deliver full life cycle highly available ETL and software development projects with multiple stakeholders (e.g. in an ITIL/Prince 2 governed environment).

Experience in being the technical lead in iterative/Agile software development projects.

Ability to meet with stakeholders and gathering and prioritising requirements.

Be able to create technical specifications outlining the different software components.

Ability to write code and testing, prioritising issues and fixes with stakeholders.

Experience of investigating and understanding DB schemas and data models.

A number of development projects using: SQL, XML, XSS, XSD, C#, ASP.Net, ASP.Net MVC, Windows Forms, CSS, JQuery, SVN Source Control, Visual studio, SSIS, SSRS, Restful API, ASMX , WCF SOAP XML and bootstrapped responsive HTML5.

Using SQL Server Integration Services and SQL Server Reporting Services.

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**DESIRABLE CRITERIA**

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

**Knowledge:**

N/A

**Work Experience:**

N/A

**Personal / Interpersonal Skills, Aptitudes:**

N/A

**Special Skills:**

[Click here to enter text.](#)

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

## **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

### **Operational:**

To assist users and criminal justice partners with the business justification, specification, procurement, testing, implementation, support and documentation of new systems within agreed budgets, technical standards and timescales.

To assist users and criminal justice partners with the modification of business processes to maximise the potential benefits of new and existing systems.

To plan, write, test and install computer programs to prescribed standards as required by the Senior Information Systems Analyst.

Assist the Senior Responsible Officer to develop a business case for new ICT projects by estimating capital and revenue costs.

To work with users, the IT support team, criminal justice partners and suppliers to ensure the effective resolution of system faults and monitor and improve the functionality, availability, performance, support documentation and disaster recovery procedures of existing systems.

To manage contracts with suppliers to ensure compliance and best value.

To document, improve and test disaster recovery procedures.

### **Management/Leadership:**

N/A

### **Communication:**

N/A

### **Administration:**

N/A

### **General:**

To maintain an awareness of technology and identify opportunities for its exploitation within the criminal justice arena.

To undertake any other duties commensurate with the post as may be required from time to time by the Head of Information Technology.

### **Other:**

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

## **PERSONAL VALUES /COMPETENCIES**

**POLICE – STAFF**

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically

We are innovative and open-minded

We are emotionally aware

We take ownership

We are collaborative

We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity

Impartiality

Transparency

Social responsibility

**OTHER**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Management Vetting (MV)

2) Security Check (SC)

3) N/A

**Date line manager checked vetting level needed** 19/06/2017

**Car User:** Yes ☐ / No ☒ - Essential /Casual Allowance {*per mile / day etc*}: [Click here to enter text.](#)

**Budgetary Management:** Yes ☐ / No ☐ Budget Value approximate value £ 5.5 m

**Additional Information:** [Click here to enter text.](#)

**Reasonable adjustments**

[Click here to enter text.](#)

