

	HUMBERSIDE POLICE Role Requirement		Objective Analysis: Business Support (10i)
			Post No: Various
Position Title: Business Change Analyst	Grade: Scale 6		HMI No. & Category: Corporate Development (015)
Overall Purpose of the role: Assists with the planning, implementation, management and monitoring of the delivery of projects. Undertakes research and analysis, producing reports/recommendations as necessary, into issues affecting the project or programme they are working with, within specified timescales.			
Specific Roles/Tasks			
Provides day to day assistance and support, as directed, associated with the planning and monitoring of projects to ensure that they are implemented on time in accordance with the project plan.			
Conducts research in respect of the development of the Force's strategic and delivery plans, programme and projects. Uses a variety of methodologies and research tools, including process mapping, recognised continuous improvement tools and techniques, and conducting focus groups with staff across the organisation.			
Produces statistical information in support of the Force's strategic and delivery plans, programme and projects.			
Assists with the financial and budgetary functions associated with project budgets under the supervision or general guidance of the Project Manager. These include:			
• The monitoring of project budgets, including taking the appropriate corrective action when variances occur; • The provision of financial information for business cases; and • Financial analysis and production of statistical information.			
Attends meetings as required to discuss issues regarding project progress/implementation and assigns tasks where appropriate to take corrective action when required.			
Monitors project progress, ensuring that the timeliness/quality are adhered and that slippage is kept to a minimum by rescheduling resources and negotiating timescales as necessary, bringing to the attention of the Project Manager those issues which require further attention.			
Produces comprehensive written reports, including accurate and timely statistical management information and relevant findings, as well as project status updates and significant issues requiring resolution.			

Assists in the maintenance of an audit trail of information and its source to ensure the accuracy, quality and integrity. Liaises with internal departments/units, Commands, senior managers, other Forces and external bodies such as Government Departments to facilitate delivery of the project/programme and maintain an understanding of local and national policing issues including external inspection activity. Undertakes internal and external surveys, including questionnaire design, data analysis and reporting in support of the project/programme. Undertakes administrative tasks as required such as arranging meetings, preparing minutes and updating project plans etc. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
Responsibility	Decision Making
The provision of research information and reports within a timely and accurate manner. Provides support to the Business Change Unit, as directed, in the delivery, planning and monitoring of projects, to ensure that appropriate action has been taken to meet pre-determined time scales. Assists the Projects Managers with financial and budgetary issues in accordance with Force policies and procedures. Ensures work is carried out to a high standard, meeting deadlines and resolving problems, highlighting issues which need to be resolved to maintain the projects implementation dates. Ensuring that risks to the Force, which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity; Responsible for using the NDM and THRIVE model in all actions undertaken. As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.	The post holder will be expected to make decisions regarding the day to day monitoring/planning associated with the project within the confines of the project plan. The post holder will be required to exercise judgement relating to issues of data quality, integrity, accuracy and timeliness as well as resolving problems relating to these issues identified. Decides upon the appropriate use of computerised systems to produce information efficiently. Determines the appropriate methodologies to be used in order to conduct research to meet stated objectives.
Additional Information	
The post holder must be flexible to meet the demands of the role, which may involve working at other locations as well as out of the Force area.	

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You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.			
Reports to		Direct reports:	
Senior Business Change Analyst/Senior Business Change Co-ordinator		None	
Prepared by:- K Birss Date:- October 2015		Confirmed by:- John Ford Date:- October 2015	Received by:- Date:-

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Person Specification – SCALE 6

Attainments/ Knowledge	Essential	Educated to A Level standard or equivalent. Literate and numerate. Possesses a good understanding of research design/methodology/analysis
	Desirable	Educated to Degree level or equivalent in a research based subject. Has a good knowledge and understanding of the structure, processes and functions operating within police forces. Is aware of the concepts and principles of project management methodologies and software e.g. PRINCE 2 or equivalent tools. Experience in research and evaluation methods including the conducting of research, reviews, interviews, developments of questionnaires and associated benchmarking activity, as well as routine projects.
Experience	Essential	Experience in research and evaluation methods including the conducting of research, reviews, interviews, developments of questionnaires and associated benchmarking activity, as well as routine projects. Recent experience of working in a change environment. Ability to collate information and assimilate into reports. Ability to draft correspondence/reports.
	Desirable	Experience of research, analysis and or/performance monitoring within a police environment.
Skills/ Specialisms	Essential	Proven resource management skills. Ability to compile clear well-balanced reports. Excellent communication skills in order to elicit information from people at all levels within and external to the organisation. Good reporting writing skills. Proven interviewing skills. Computer literate with practical experience of utilising process mapping/analysis techniques, Microsoft products and other relevant software. Self-motivated and able to work with the minimum of supervision. Good presentation skills.
	Desirable	Practical knowledge of Microsoft Project.
Decision Making/ Problem Solving/ Planning	Essential	Able to work under pressure and meet specific deadlines. Able to collate, analyse and evaluate information to reach well-reasoned decisions and recommendations, working within general guidelines. Demonstrates the ability to use own initiative and judgement in the interpretation of data/information and shows understanding of when escalation is required. Has the ability to convey confidence, credibility in approach to work. Works well with minimum supervision. Flexible to meet the demands of the post.
	Desirable	Has access to transport.
Practical Effectiveness	Essential	Demonstrates attention to detail and accuracy in all work. Demonstrates a creative and innovative approach when the need arises. Displays a logical and methodical approach to work. Able to prioritise own work in order to ensure that tasks are completed accurately within specified time scales.
	Desirable	

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Citizen Focus	A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.

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