


SUMMARY OF MAIN DUTIES	Service Delivery Analyst/Assistant (System Administration) Band C	
SECTION Service Delivery		
RESPONSIBLE TO: IS Team Leader (System Administration)		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
To work as part of a team to provide support and deliver advice for Force Systems across SYP and HP.		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
<ul style="list-style-type: none">• To assist in the planning, development, delivery and administrative user support for both forces IT systems.• Liaise with consultants/third parties to ensure security of systems.• Liaise with end-users, external consultants, suppliers and outside agencies to ensure effective services are maintained.• Assist in the implementation, maintenance and on-going development of systems and associated hardware.• To contribute in the decision making process of the team and to support the Analysts.		
All employees have a responsibility under the Health and Safety at Work Act to work safely and efficiently, using any protective equipment and clothing provided and without endangering themselves or others by their actions.		
All employees have a responsibility to maintain their Personal Development Journals and should ensure that managers have access to them at all times.		
In carrying out your duties you will be operating within the South Yorkshire Police Guiding Principles and Equal Opportunities Policy.		