

<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Service Delivery Analyst/Assistant (System Administration) Band C</b></p>	
<p><b>SECTION Service Delivery</b></p>		
<p><b>RESPONSIBLE TO: IS Team Leader (System Administration)</b></p>		
<p><b>RESPONSIBLE FOR: N/A</b></p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE</b></p>		
<p>To work as part of a team to provide support and deliver advice for Force Systems across SYP and HP.</p>		
<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.</b></p>	
<ul style="list-style-type: none"> <li>• To assist in the planning, development, delivery and administrative user support for both forces IT systems.</li> <li>• Liaise with consultants/third parties to ensure security of systems.</li> <li>• Liaise with end-users, external consultants, suppliers and outside agencies to ensure effective services are maintained.</li> <li>• Assist in the implementation, maintenance and on-going development of systems and associated hardware.</li> <li>• To contribute in the decision making process of the team and to support the Analysts.</li> </ul>		
<p>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.</p>		
<p>All employees have a responsibility to maintain their Personal Development Journals and should ensure that managers have access to them at all times.</p>		
<p>In carrying out your duties you will be operating within the South Yorkshire Police Guiding Principles and Equal Opportunities Policy.</p>		