


<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Business Analyst Band E</b></p>	
<p><b>RESPONSIBLE TO:</b> Demand Management Lead</p>		
<p><b>RESPONSIBLE FOR:</b> N/A</p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE:</b></p>		
<p>Undertake demand analysis to inform future service design.          Assist with the planning, implementation, management and monitoring of the delivery of projects.          Undertake research and analysis, producing reports/recommendations as necessary, into issues affecting the project or programme they are working with, within specified timescales.</p>		
<p><b>SUMMARY OF MAIN DUTIES:</b></p>		
<ul style="list-style-type: none"> <li>• Conduct research in respect of the development of the force's strategic and delivery plans, programme and projects. Use 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.</li> <li>• Support 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 issue which require further attention.</li> <li>• Provide 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.</li> <li>• Produce statistical information in support of the Force's strategic and delivery plans, programme and projects.</li> <li>• Produce comprehensive written reports, including accurate and timely statistical management information and relevant findings, as well as project status updates and significant issues requiring resolution.</li> <li>• Attend meetings to discuss issues regarding project progress/implementation take action when required.</li> <li>• Assist in the maintenance of an audit trail of information and its source to ensure the accuracy, quality and integrity.</li> <li>• Liaise with internal departments/units, districts, 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.</li> <li>• May be required to work outside normal working hours and travel around and outside of the force area.</li> <li>• Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</li> </ul>		