Job Description

A Post Details:

Job Title: Systems Analyst	**Grade:** B003
Department: Technology	**Division:** A
Reports to: Data Services Manager	**Contract Type:** Permanent
Level of Vetting: Security Check	**Numbers in Post:** 1
Welsh language required: No	

B Purpose of the Post:

To research and analyse the organisation's technical objectives, activities and processes, identifying necessary change initiatives. Employing best practice resourcing, tools and design approaches to develop cost-effective technical solutions for the business.

The investigation, evaluation, interpretation and classification of data, in order to define and clarify information structures which describe the relationships between real world entities. Such structures facilitate the development of software systems, links between systems or retrieval activities. To design the implementation of data flows to connect operational systems, data for analytics and BI systems.

Responsible for business system analysis and requirements gathering to support the extraction of data from core operational systems into multiple Business Objects Universes, Power BI dashboards and external systems, e.g. Home Office and other Police Forces. The reporting data accessed via these bespoke management information reports is used by senior officers, managers, staff, officers and external partners. To champion the value of data across the organization including storage, data flow and security.

C Dimensions of the Post:

Financial – Direct or Non-Direct

Direct: None

Non-Direct: None

Staff Responsibilities – Direct or Non-Direct

Direct: None

Non-Direct: None

Any Other Statistical Data

D Principal Accountabilities:

Skills Framework for the Information Age v8

Required level priority: ☐ Normal ☐ High

Strategy and architecture

Advice and guidance	0	1	2	3	4	5	6	7
Consultancy					■			
Change and transformation								
Change analysis	0	1	2	3	4	5	6	7
Requirements definition and management						■		
Development and implementation								
Systems development	0	1	2	3	4	5	6	7
Systems design					■			
Data and analytics	0	1	2	3	4	5	6	7
Data engineering New					■			

Strategy and architecture

Advice and guidance

Consultancy - 4: Enable

- Takes responsibility for elements of a larger consulting engagement.
- Collaborates with clients as part of formal or informal consultancy engagements.
- Understands client requirements by collecting data and delivering analysis.
- Works collaboratively to develop and implement solutions.
- Seeks to address client needs within the defined scope of responsibility.
- Ensures that proposed solutions are properly understood and appropriately exploited.

Change and transformation

Change analysis

Requirements definition and management - 5: Ensure, advise

- Plans and drives scoping, requirements definition and prioritisation activities for large, complex initiatives.
- Selects, adopts and adapts appropriate requirements definition and management methods, tools and techniques.
- Contributes to the development of organisational methods and standards for requirements management.
- Obtains input from, and agreement to requirements from a diverse range of stakeholders.
- Negotiates with stakeholders to manage competing priorities and conflicts.
- Establishes requirements baselines.
- Ensures changes to requirements are investigated and managed.

Development and implementation

Systems development

Systems design - 4: Enable

- Designs system components using appropriate modelling techniques following agreed architectures, design standards, patterns and methodology.

- Identifies and evaluates alternative design options and trade-offs.
- Creates multiple design views to address the concerns of the different stakeholders and to handle functional and non-functional requirements.
- Models, simulates or prototypes the behaviour of proposed system components to enable approval by stakeholders.
- Produces detailed design specifications to form the basis for the construction of systems.
- Reviews, verifies and improves own designs against specifications.

Data and analytics

Data engineering - 4: Enable

- Designs, implements, and maintains complex data engineering solutions to acquire and prepare data.
- Creates and maintains data pipelines to connect data within and between data stores, applications and organisations.
- Carries out complex data quality checking and remediation.

E Decision Making:

Level 4 - By making decisions which influence the success of projects and team objectives, this level of decision making will pro-actively support delivery of projects/workstreams and subsequently have an impact on achieving organisational objectives.

F Contact with Others:

Internal

Collaboration at all levels across the Technology department and colleagues within the Analysis & Insight department.

External

Contact with 3rd party specialists, other Police Forces, PND, Home Office and other review bodies.

G Essential Criteria:

Qualifications and Training:

- Accredited to ITIL Foundation Level or higher
- Educated to degree level or equivalent experience

Experience:

- Extensive experience of investigating, interpreting and classifying data within a data warehouse environment, including the planning of data flow, mapping tables and database schemas.
- Extensive experience of manipulating data using T-SQL and PL/SQL.
- Extensive experience of system testing and providing technical documentation and support to developers. Good experience of developing and managing customer relationships.
- Experience of working in a team environment and having the confidence to contribute positively within a team environment.
- Experience of working closely with senior stakeholders, senior management as well as technical team members on work streams and projects.

Business and Technical Skills:

BTP Skills Framework

Business

Communication - Expert: Extensive experience and diverse application

- Inspires trust and openness by being reliable, discreet and respecting confidentiality.
- Adapts influencing tactics to the motives and style of others (e.g. logical appeal, emotional appeal, etc.).
- Identifies and directs gathering the most critical information to inform development of opinions and insights.
- Delivers written and oral communications that engages audience participants and has impact.
- Analyses others' perspectives and needs and develops influence strategies and communications that create mutual benefits.
- Presents complex and difficult messages skilfully, using a variety of media and methods.
- Advises on team members' writing and speaking skills.

Influencing Others - Expert: Extensive experience and diverse application

- Evaluates and focuses on business opportunities likely to be of considerable strategic or long-term value.
- Adapts communication messages, methods and influence strategies to the person or audience.
- Adapts influencing tactics to the motives and style of others (logical appeal, emotional appeal, etc.).
- Utilises positive or negative influence strategies appropriately to garner support for key initiatives.
- Expands reach of influence by motivating others to focus on shared goals and a common purpose.
- Uses knowledge of personalities and team dynamics to effectively solve problems and facilitate decision making.

Problem Solving - Expert: Extensive experience and diverse application

- Advises on root cause analysis principles to resolve key problems.
- Coaches team members in problem solving methods and practices.
- Transforms problems into opportunities for organisational learning.
- Establishes and leads teams to solve complex problems.
- Collaborates across groups to maximise effectiveness of problem solving approaches.

Technical Specialisms

Business Intelligence

Data Management using Azure Services - Expert: Extensive experience and diverse application

- Coaches others on the features and functionality of Azure Data Factory, Azure Synapse Analytics and other relevant Azure data management services the organisation uses.
- Guides teams in effective use of data services and the adoption of standards and best practices.
- Provides support for complex or unusual problems, working with Microsoft when necessary.
- Develops processes for managing integrations, analytics, transformations, data modelling and

repository designs.
- Implements solutions which help organisations to optimise their data management processes.

Business Intelligence Tools - Expert: Extensive experience and diverse application
- Coaches others on features and functionality of various business intelligence tools.
- Guides teams in effective use of business intelligence tools and the adoption of standards and best practices.
- Provides support for complex or unusual problems with data reporting solutions or business intelligence tools.
- Consults on data integrity testing processes and tools and techniques for data integrity, visualisations and performance testing.
- Develops tools for a business intelligence toolkit to consistently design, develop, test and share BI solutions.

Databases

PL/SQL and T-SQL - Working: Hands-on experience and application.
- Develops simple script solutions using PL/SQL or T-SQL syntax, structure, functions and coding standards.
- Participates in data-driven solution development tasks.
- Codes or modifies simple scripts using PL/SQL and T-SQL, including exception handling logic.
- Uses tools for fixing syntax, logic and run-time errors. Applies test cases to ensure solution meets functional requirements.
- Applies, supports and contributes to PL/SQL and T-SQL scripting standards and best practices.

Knowledge:

- Good knowledge of data modelling and data warehousing tools (e.g. Business Objects Data Services, SSIS, SSMS, Azure Data Factory, Azure Synapse Analytics) and techniques.

Desirable Criteria:

- Business Objects and Power BI report development and support.
- Knowledge of police applications, e.g. Niche and ControlWorks.

H Additional Information:

For Panel to complete only:
Line Manager Approval: James Morley
Panel Approval: BTP Reward Team
Date: 2024-01-17

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to People & Culture Policy & Reward inbox.
PolicyandReward@btp.police.uk

You will be advised of a panel date following receipt of the submission.