



## Police Scotland

## Role Profile

<b>Rank / Grade:</b>	SPA Grade 5
<b>Role:</b>	Business Change Analyst
<b>Business Area:</b>	Corporate Services/Change
<b>Reports To (Post Title):</b>	Senior Business Change Analyst
<b>Work Location:</b>	Dalmarnock or Scottish Police College

### Role Purpose

(This section summaries the key function of the role)

The purpose of this role is to provide comprehensive business analysis throughout the delivery of end to end business projects as per the Police Scotland 2026 Strategy, drawing on your understanding of the project lifecycle and the organisational impact of change.

Undertake business analyst responsibility such as requirements definition, process mapping, gap analysis, test planning and workshop facilitation to ensure that project work is delivered to required standards and timescales.

The ability to establish and maintain good working relationships with stakeholders and demonstrate strong communication skills is key.

This is a fluid role, so you could be working on one specific project with limited supervision, or more complex projects, under the guidance of a Project Manager.

This role will be matrix managed by Head of Business Change and Analysis, Senior Project Manager and Project Manager (as appropriate).

Support and encourage an environment of Continuous improvement.

### Key Accountabilities

(This section details the key responsibilities required for the role)

1. Define business requirements in accordance with project scope.
2. Conduct data gathering and analysis.
3. Map current and future state processes.
4. Document outputs appropriately to enable clear stakeholder understanding. Obtain relevant sign offs in accordance with standard audit requirements.

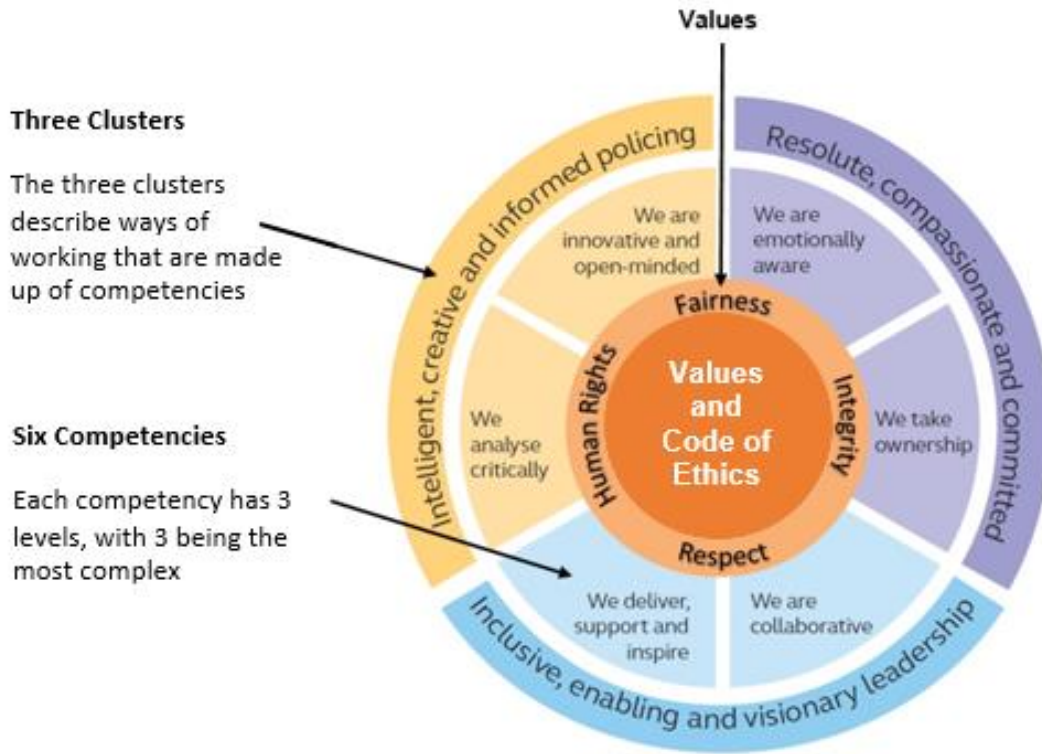
5. Root cause and effect problem analysis, identify potential solutions to resolve.
6. Collaborating with others working on the project and wider teams to achieve goals.
7. Work with the local project / change teams to ensure consistency of project delivery approach and support best practice.
8. The ability to multi-task, and take ownership of various parts of the project Identification, recording and mitigating project risks, assumptions, issues and dependencies.
9. Build trusted relationships with key stakeholders and project resources at all levels.
10. Provide reports as required, and ensure all outputs meet programme requirements.
11. Support the completion of the project business case.
12. Meet all standards and reporting requirements as per the approved framework standards set by the Portfolio Management Office (PMO) and governance are adhered to at all times.
13. Will be responsible for managing and assessing risk within all areas of responsibility.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role

## Competency Values Framework (CVF)

All roles are expected to know, understand and act within the Police Scotland Code of Ethics.

The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

<b>Resolute, compassionate and committed</b>	
We are emotionally aware	Level 2
We take ownership	Level 2
<b>Inclusive, enabling and visionary leadership</b>	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
<b>Intelligent, creative and informed policing</b>	
We analyse critically	Level 2
We are innovative and open-minded	Level 2

## **Education, Qualification, Skills and Experience**

(outlines the skills and education and qualification requirements to be able to fulfil the role)

### **Attainments Essential**

- Proven recent experience as a Business Change Analyst supporting complex, cross functional programmes/projects.
- Formal Business Analyst Qualifications e.g. BCS (ISEB) diploma.
- Experience of analysis, analytical tools and problem resolution.

### **Educational/Occupational Essential**

- Educated to HND level (or equivalent).

**OR**

- In the absence of formal qualifications proven experience working on large, complex, cross functional projects/programmes is essential.

### **Personal Qualities Essential**

- Personable, pro-active, professional and able to demonstrate full commitment to exceptional customer care and service in all activities.
- Support project activity which may comprise of staff from across the organisation.
- Ability to communicate and interact at all levels of the organisation.
- Ability to work closely with colleagues in other corporate support functions.
- Excellent communication skills.
- The ability to deputise for the Project Manager when required.
- Excellent attention to detail.
- External and Internal stakeholder management experience.
- Experience and demonstrable application of project delivery methodologies.
- Experience of working with 'Virtual' teams cross function/cross business and geographies.
- Strong knowledge of the IT/HR delivery lifecycles, associated methodologies and their practical application.
- Facilitation and presentation skills.

### **Personal Qualities Desirable**

- Excellent written/oral communication skills for reports and presentations.

### **Special Aptitudes Essential**

- Excellent IT skills in Word, Excel, PowerPoint, and MS project.

## **Is A Driving Licence Required?**

Desirable

## **Any Special Requirements Pertinent To The Post:**

No

**Continuing Professional Development (CPD)**

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

**Professional Registration / Licence**

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.