

Post Specification

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| Date | January 2024 |
| Post Group Number | 6675 |
| Post Title | ICT Systems Analyst |
| Job Family | Regulation & Technical |
| Job Family Role Profile | RT13 |
| Final Grade | Grade 13 |

To be read in conjunction with the [job family role profile](#)

Service Area description

This role will be part of the Westmorland & Furness ICT Service, Enabler Services Directorate.

This post will report to the ICT Programme Manager

Purpose of this post

- To undertake detailed system and/or business analysis and project management to support the development of ICT change projects across Westmorland and Furness Council.
- Supporting the ICT Programme Manager with technical advice, ICT project advice, project planning and other related issues.

Key job specific accountabilities

- To lead and conduct detailed business and/or systems analysis as required, within an assigned portfolio of projects assessing the business model and integration with appropriate technologies.
- Working closely with technical teams and customers, provide technical advice on potential opportunities to deliver ICT benefits to support business change, and identify options for potential solutions; assessing them for both technical and business suitability
- Investigate and establish business requirements, prepare scoping documents encompassing; development options, system upgrades with technical plans, system modifications, carry out system analysis, outage planning and quotations where necessary for agreement by the business.
- To compile specific proposals for modified or replacement systems including project briefs and detailed technical and functional specifications. To make recommendations on the changes required to wider business processes to deliver benefits resulting from any systems analysis.
- Working with staff across various teams, act as Project Manager to support the transition between 'as-is' and 'to be', ensuring the successful implementation and benefits of the new solution.
- Working closely with ICT Service Management, Senior Responsible Officers, Corporate Contracts & Procurement Team and Legal Services colleagues, manage elements of the procurement process at various values and complexity to procure new and replacement systems.
- Lead on the creative resolution of issues, assessing and mitigating against risk and contributing to the effective testing processes of new projects.
- Ensure that any change captures learning that can provide intelligence across the whole organisation including preparation and delivery of reports/presentations to stakeholders.

| Key facts and figures of the post | |
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| Budget Responsibilities | <ul style="list-style-type: none"> Responsible for management of project expenditure and working within project budgets. |
| Staff Management Responsibilities | <ul style="list-style-type: none"> Organise and co-ordinate the work of staff and managers across various teams to deliver the project. |
| Other | <ul style="list-style-type: none"> |
| Essential Criteria - Qualifications, knowledge, experience and expertise | |
| <ul style="list-style-type: none"> Degree level qualification and / or equivalent relevant knowledge and experience. Knowledge and experience of business analysis tools and techniques Extensive knowledge and experience of the project management lifecycle Principles of change management Knowledge of application, development and delivery process Knowledge of public sector regulations, procurement practice and procedures Considerable period of working in a relevant role or environment Engagement with business areas to support the delivery of change System and process analysis to deliver effective change Provide technical expertise to support the business change Production of clear, evidence based reports to ensure a risk managed approach to decision making Production of reports and analysis including technical specifications and project briefs. Ability to recommend, shape and improve business practices Problem solving ability to create innovative solutions | |
| Disclosure and Barring Service – DBS Checks | |
| <ul style="list-style-type: none"> This post does not require a DBS check. | |
| Job working circumstances | |
| Emotional Demands | <ul style="list-style-type: none"> Working with minimal emotional demands |
| Physical Demands | <ul style="list-style-type: none"> Minimal |
| Working Conditions | <ul style="list-style-type: none"> Minimal – Agile with instances of being office and Directorate based locations in Westmorland & Furness |
| Other Factors | |
| <ul style="list-style-type: none"> | |