

## ROLE PROFILE

<b>Role Title</b>	Senior Digital Supply Chain Analyst	<b>Reporting to</b>	Digital Supply Chain Manager
<b>Section</b>	Digital Innovation	<b>District/Directorate</b>	Digital Policing Directorate
<b>Tenure</b>		<b>Rank/Grade</b>	POB

### PART A- JOB DESCRIPTION

<b>Overall purpose of role</b>	To lead, manage and co-ordinate a team professionally and effectively using appropriate standards and methodologies to ensure optimum engagement with Digital Policing suppliers, Partners, and internal services, participating in improvement initiatives in order to maintain and develop the service provided by Digital Policing Directorate.
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#### **Key outputs for role;**

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes
2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3. Identify and implement processes for contract management, asset acquisition, deployment and disposal and asset performance reporting which support effective delivery and achieve the agreed objectives and benefits of the Digital Policing strategy and identify opportunities for asset and contract rationalisation.
4. Be responsible for the performance management systems and report upon the performance of the Digital Policing Directorate.
5. Co-ordinate procedures for the reviewing of Digital Policing supplier and partner billing, end user usage, cost predictions and contract administration to maximise efficiency and savings.
6. To co-ordinate and control the Directorate processes for Freedom of Information requests ensuring a timely and accurate response.
7. Co-Ordinate the review and reporting on the performance of Digital Policing supplier and partner contracts wherever possible consolidating and rationalising to ensure year on year reduction in revenue costs.
8. Assist in the delivery of non-development projects or work packages under the overall direction and standards of Digital Supply Chain Manager.

#### **Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Responsible for a team supporting the Force's engagement with suppliers and all aspects of contract management.
- Postholder may be seconded to any area of the Digital Policing Department to work on improvement projects or in support duties
- Maintain and support the department's quality policy by working to the documented procedures and adhere to the data protection principles

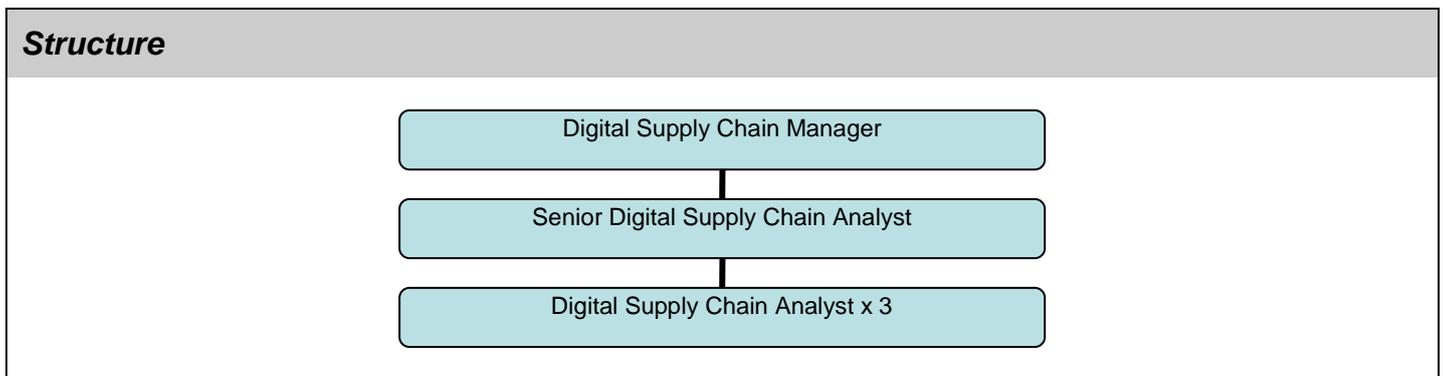
#### **Work/Business contacts**

**Internal:** All staff and managers up to and including the Chief Constable and Chief Officer Team, Staff Associations, Federation, Unions and support groups.

**External:** Office of the Police and Crime Commissioner, HMIC, professional bodies, other Police Forces, National Bodies and Institutions, Industry Suppliers.

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Experience of managing suppliers and contract management.	Essential
• Demonstrated ability and experience of physical asset life cycling.	Essential
• Proven experience of IT contract and service management, negotiation, supplier road map development, performance analysis and general procurement rules and standards	Essential
• Degree level qualification in business, IT systems or equivalent experience	Essential
• Previous supervisory management experience, with a proven ability to lead, motivate, and direct staff	Essential
• Knowledge of ITIL or equivalent	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Has a full current UK/European Driving Licence or has the ability to travel for business purposes	Essential
• Has access to a motor vehicle and is prepared to use it for business purposes	Desirable

<b>Expertise in Role - After initial development - Level 2</b>
• Thorough understanding of context in which WYP exists – cultural, social, geographical and political.
• Detailed knowledge of the profiles of the managed Digital Policing services and their relationships.
• Established links and credibility with key Force and OPCC personnel and appropriate external specialists
• Detailed knowledge of the Financial processes of the Force and how they impact upon Digital Policing.



## **PART B – COMPETENCIES & VALUES**

<b>Competency and Values Framework –</b> <a href="http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf">http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf</a>
Level 2- Supervisor/Middle Manager

## **PART C - DEVELOPMENT OF ROLE**

<b>Expertise in Role (Advanced - Level 3)</b>
• Detailed working knowledge and experience in benchmarking performance for assigned services to ensure they are comparable with the best of industry.
• Recognised and is used as an expert on matters relating to supplier and contract management.
• Proven ability to lead and motivate teams in the completion of tasks and projects.
• Detailed working knowledge and experience in benchmarking performance for assigned services to ensure they are comparable with the best of industry.

## **PART D - ACCESS & VETTING**

<i>Standard IT Access</i>	Administrator
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	27/10/17