WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Digital Supply Chain Analyst	Reporting to	Senior Digital Supply Chain Analyst
Section	Digital Innovation	District/Directorate	Digital Policing Directorate
Tenure		Rank/Grade	SO2

Part A – JOB DESCRIPTION

Overall purpose of role	To engage with Digital Policing suppliers, Partners, and internal services,participating in contract improvement initiatives and asset lifecycling in order to maintain and develop the service provided by Digital Policing Directorate.

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. Take part in contract management, asset acquisition, deployment and disposal and asset performance reporting which support effective delivery and achieve the agreed objectives and performance targets and identify opportunities for asset and contract rationalisation

3. To report upon the performance of the Digital Policing Directorate using appropriate systems and tools.

4. Be responsible for the accurate and timely responses to Directorate Freedom of Information requests to ensure compliance with the Freedom of Information Act.

5. Lead and participate in problem solving teams to resolve complex contractual problems, providing specialist expertise to other sections within Digital Policing.

6. Contribute to the reviewing of procedures for supplier and partner billing, end user usage, cost predictions and contract administration to maximise efficiency and savings.

7. Assist in the delivery of non-development projects or work packages under the overall direction and standards of Digital Supply Chain Manager.

8. Undertake reviews of supplier and partner contracts wherever possible consolidating and rationalising to ensure year on year reduction in revenue costs

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

- Management of external suppliers as required, and lead/ participate in problem solving teams as needed.
- Maintain and support departmental policy by working to the documented procedures and adhere to data protection principles.
- Postholder may be seconded to any area of the Digital Policing Directorate to work on improvement projects or in support duties
- Provide specialist SME advice as required.

Work/Business contacts

Internal: Chief Officer Team, Heads of Departments, District Commanders and staff associations for consultation. All levels of Police and Support staff to provide advice on associated Digital Policing Technologies.

External: Manufacturers, Contractors and Suppliers of Digital Policing services and equipment to ensure compatibility negotiate and maintain value for money. Other Forces for benchmarking and comparative studies of Digital Policing Functions. National bodies for relevant meetings and user groups.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Related degree or equivalent, or proven relevant and practical experience.	Essential
• Demonstrated experience of supplier/ vendor management.	Essential
• Experience of IT contract and service management, negotiation, supplier road map development, performance analysis and general procurement rules and standards	Essential
• Demonstrated ability and experience of physical asset life cycling.	Essential
• Has analytical and budget management skills and the ability to see discrepancies in information	Essential
• Experience of delivering support of a wide range of applications.	Desirable
Other (Physical, mobility, local conditions)	
• 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

Expertise in Role - After initial development - Level 2
• Detailed knowledge of the Financial processes of the Force and how they impact upon Digital Policing.
• Understanding of Force asset life cycling and able to articulate how Digital Policing programmes impact upon these.
• Demonstrated effective management of suppliers/ vendors in service delivery

Structure

PART B – COMPETENCIES & VALUES

Competency and Values Framework –
http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

• Proven ability to effectively report upon performance against SLAs

• Detailed knowledge of all systems and procedures used within the Digital Policing Directorate.

• Recognised, and is used as an expert on matters relating to supplier and contract management

PART D - ACCESS & VETTING

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