



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Senior Process Analyst
Generic Role Profile:	<i>Select one of the below</i> IT
Salary Band:	9
Operational / Non Operational Role	non operational
Vetting Level:	MV + SC
Reporting to:	Mobility and Automation Manager
Specific Role Purpose:	The Senior Process Analyst is a specialist role focused on the end-to-end lifecycle of process automation. They will oversee discovery and documentation through to pipeline governance, benefits realisation, and stakeholder reporting, working closely with dedicated RPA developers, who will develop and deliver automated processes. The postholder will play a critical role in ensuring that the right processes are selected, properly understood, and effectively governed before and after automation.
Key Responsibilities:	• Lead process discovery engagements with business areas, including facilitated workshops, to document current-state processes using process maps, BPMN, and PDD frameworks compatible with UiPath. • Assess automation candidates for technical and operational suitability using a defined qualification framework, producing process overviews and recommendations for pipeline approval. • Conduct DPIA screening for all automation candidates; submit DPIA summaries to the Force Data Protection Officer and support the Information Management team where a full DPIA is required. • Own and maintain the automation pipeline, tracking candidate processes from intake through prioritisation, approval, development, and post-implementation review. • Capture, log and manage change requests relating to the automation estate including both business-initiated changes and proactive change planning for system updates and upgrades. • Coordinate User Acceptance Testing, working with the business to define acceptance criteria, supporting testing sessions and confirm signoff prior to go-live. • Production of MI and KPI dashboard covering the automation portfolio with views for internal (IT&D) and external (business) stakeholders.

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	• Produce quarterly and ad-hoc performance reports for senior stakeholders, providing metrics, making recommendations and promoting successes and best practices. • Enable the benefits management process by tracking anticipated savings (FTE, time, error reduction) and reporting on whether they being realised post-deployment and escalating where benefits are at risk. (approximately £7.5m cost avoidance delivered per year and growing) • Evaluate opportunities for the application of enhanced automation capabilities (e.g. Agentic Automation, document understanding, process mining) within the force's automation programme, contributing assessments and recommendations to the roadmap. • Maintain outstanding engagement with business customers throughout the automation lifecycle including supporting customers adapt to automations. • Set the team standards for process analysis techniques, documentation, and pipeline governance, adapting these appropriately as technologies change. • Support the ongoing management of the automation roadmap, making prioritisation suggestion for in-flight development and change development and working with the Mobility & Automation Manager to identify strategic opportunities for expansion. • Maintaining a good knowledge of automation tools and trends across the platform suppliers and industry. • Carry out any other duties commensurate with the grading of the post as may from time to time be determined.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	• 4-5 years proven experience leading process discovery and analysis activities, producing high-quality process documentation (e.g. process maps, PDDs) suitable for automation development. • Experienced in chairing meetings and workshops engaging stakeholders across multiple functions. • Experience managing a pipeline or backlog of work, including prioritisation and stakeholder communication. • Experience implementing benefits management and post-implementation review processes, preferably with processes delivering large ROIs (multi-million scale) • Demonstrable experience with delivering MI solutions and KPI dashboards for both technical and organisation consumption. • IT, or Business qualification at degree level, with demonstrable specialist experience in a relevant environment. • Working knowledge of UiPath Task Capture and Automation Cloud; awareness of broader automation tooling landscape (e.g. Power Automate, Blue Prism); • Broad knowledge of intelligent automation and Artificial Intelligence technologies (e.g. Agentic automation, context understanding, document understanding, process mining);

	• Understanding of UK GDPR and Data Protection Act 2018 as they apply to automated processes, including DPIA triggers and the screening process. • Formal qualification in Business Analysis, preferably UiPath Automation Business Analysis but BCS International Diploma in Business Analysis or equivalent also acceptable.
Desirable:	• Understanding of process improvement methodologies (e.g. Lean, Six Sigma); • ITIL Foundation certificate or demonstrable understanding of ITIL principles. • Understanding of project management methodologies (e.g. PRINCE2). • Able to pass UiPath Certification on appointment if not already held.
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	• Outstanding communication and facilitation skills, including the ability to lead process discovery workshops with non-technical stakeholders. • Strong data literacy — able to interrogate, interpret, and present data clearly for both using in automation and with reporting/visualisation tools (e.g. Power BI, SQL, or equivalents). • Excellent analytical and critical thinking skills, with the ability to identify automation opportunities and risks. • Strong ability to produce clear, accurate, and professional process documentation. • Ability to critically assess and apply logical thinking to identify and document exceptions path in processes. • Ability to produce management reports, portfolio dashboards, and briefing papers for senior stakeholders. • Ability to manage competing priorities and multiple workstreams simultaneously. • Excellent interpersonal skills, with the confidence to challenge, influence, and support colleagues at all levels. • Ability to chair or take a lead role in meetings and pipeline governance forums.
Desirable:	• Ability to assess data protection implications of proposed automations and engage constructively with DPO and Information Management colleagues. • Ability to provide informal coaching and guidance to team members on process analysis and documentation standards. • Flexibility to adapt to evolving tooling and platforms, including emerging AI capabilities.

Hours of Work and Flexibility:	Full-time, 36.5 hours per week. Flexibility required where extended hours or business need demands. The postholder may be required to work outside of normal working hours on occasion.
Agile Work Style: (if applicable)	Hybrid working in line with force policy.

Restriction Level:	
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