



JOB PROFILE

POST TITLE:	Force Data Officer
GRADE:	D
DIRECTORATE:	Corporate Services
RESPONSIBLE TO:	Senior Performance Analyst
LOCATION:	Leek Wootton
JOB PURPOSE:	To extract, assess and evaluate data to support the Force's statutory reporting requirements and support the Force Analysts through data provision.

MAIN RESPONSIBILITIES:	
1.	Extract data from a variety of force systems and prepare data in various formats to facilitate analysis.
2.	Contribute to data collection requirements from local and national stakeholders, including the Home Office, HMIC, NPCC, local authorities.
3.	Retrieving and presenting data in reply to Freedom of Information requests in an accurate and timely manner.
4.	Develop relationships with colleagues and liaising with partner agencies to support information sharing and collaborative working.
5.	Identify improvements to data collection methods and reporting within the organisation.
6.	Support the identification of new data sources to ensure that products reflect latest methodologies and best practice.
7.	To undertake other duties commensurate with the nature, level of responsibility and grading of this post, including cover for colleagues, as required.
Special Conditions:	Occasional exposure to disturbing/unpleasant images or tasks relating to serious sexual offences, child sexual exploitation etc.
Security level:	MV

PERSON SPECIFICATION

Knowledge:

- 5 GCSE's grade A-C, including English and Maths
- Researching and obtaining data from systems
- Basic law enforcement/policing

Experience:

- Experience in a role which demands accurate collection and interpretation of data
- Experience of using different software packages including the Microsoft suite

Key Skills:

- Good IT skills, including proficiency in the use of Microsoft packages
- Possess keen attention to detail
- Ability to input data accurately
- Computer literate and ability to understand new IT systems.
- Ability to manage and prioritise a high workload to meet key deadlines

BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF.

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