

JOB PROFILE

POST TITLE:	Force Data & Insight Analyst
GRADE:	F
DIRECTORATE:	Corporate Services
RESPONSIBLE TO:	Senior Performance Analyst
LOCATION:	Leek Wootton
JOB PURPOSE:	To undertake effective analysis, providing insight that aids strategic and tactical decision making and meets statutory requirements for information provision.

MAIN RESPONSIBILITIES:

1. To collect, collate, evaluate and analyse data from a variety of sources to develop analytical products and processes to identify recommendations that will inform decision making and drive improved performance.
2. Provide guidance, support and professional expertise in the field of performance management e.g. designing new indicators, target setting, prediction, inference, use of performance systems and access to information.
3. To maintain an understanding and implement best practice in extraction, analysis and presentation/visualising of analytical data, to ensure products are sophisticated, tailored to the needs of stakeholders and drive improved performance.
4. To review and respond to external sources of performance reports that reflect on performance and identify issues for action. Gather, verify and assess all appropriate information, including external sources of data to gain a deep understanding of issues affecting performance and their strategic and operational implications.
5. Interrogate systems to deliver the force provision of statutory and legislative data requirements, such as Annual Data Returns and Freedom of Information requests, and others set out by national guidelines. Ensure responses are timely, accurate and compliant with regulations, policies and internal processes.
6. To identify opportunities to liaise with external agencies and utilise external data to establish benchmarking opportunities and identify good practice in

order to enhance organisational strategic aims.	
7. To identify and take ownership of improving data quality and integrity which includes responding to the impact of changes or definition amendments to datasets from external stakeholders and ensure compliance.	
8. Work closely with the wider department and relevant partner agencies to ensure analytical products are complementary and maximise sharing of data and capabilities.	
9. Maintain a catalogue of requests, definitions and products including documentation on approaches followed in order to enable shared understanding, replication of methodologies and to assist with responding to queries about our submissions.	
10. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, including cover for colleagues, as required.	
Security level:	MV

PERSON SPECIFICATION

Knowledge:

- Degree / Level 5 qualification in relevant subject (e.g. business/information management, science, maths/statistics) or equivalent business experience.
- Knowledge of information management and / or analytical techniques.
- A working knowledge of statistical formulae and the presentation of data in tabular and graphical format.

Experience:

- Proven experience of performance/information analysis.
- Experience of using problem solving methodologies / continuous improvement approaches.

Key Skills:

- Good IT skills, including proficiency in the use of Microsoft packages and performance management software.
- Analytical skills.
- Project and time management skills.
- Proven ability to progress multiple work assignments with minimal supervision.

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.

Author:	Steve Russell
Date:	November 2019