



JOB DESCRIPTION

Performance Analyst

Post Number:	PC088
Grade:	Scale 6, £26,865 - £28,725 (SCP 22 - 24)
Weekly Hours:	37
Department:	OPCC Performance Team
Status:	Established
Responsible To:	Performance Manager
Responsible for:	N/A
Job Role /Purpose:	To provide relevant and accurate information and analysis, including the production of analytical products, which will inform and influence decisions in the delivery of the Police and Crime Plan
Contacts:	The Police and Crime Commissioner and OPCC personnel, Force personnel; partner communications teams; MPs and their Offices, counsellors and executive officers in local authorities, Community Safety Panels, and other statutory and voluntary partners in Leicestershire and regionally; other Criminal Justice System partners including CPS and Probation Service; external suppliers. Local, regional and national media outlets and specialist publications
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the OPCC to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

Essential knowledge:

- Experience in an analytical environment where it has been necessary to undertake data analysis or research work.

Work Experience:

- Have a comprehensive working knowledge of IT software including Microsoft Word, Excel, PowerPoint.
- Experience of preparing and producing complex written reports.

- Ability to work in partnership/multi agency environment.

Personal / Interpersonal Skills, Aptitudes:

- Able to communicate confidently at all levels both verbally and in writing.
- Have good organisational and time management skills and being highly motivated and taking a proactive approach, recognising and responding to the need for change

Special Skills:

- Experience in proactive and creative research and analytical techniques.
- Able to demonstrate personal awareness of diversity issues and encourage an inclusive environment of equal opportunity and openness.
- Maintain tactful and professional approach and ensure that working practices are consistent.
- Developed strong working relationships inside and outside of the organisation to achieve common goals.
- To be able to travel for business purposes.

**Reasonable adjustments will be considered under the Equality Act 2010.*

DESIRABLE CRITERIA

Knowledge/ Education:

- To be educated to degree standard or equivalent in a subject involving research, analysis of data or statistics or provide your experience to this level.

Work Experience:

- Show a comprehensive working knowledge of specialised IT software including statistical analytical and mapping packages. Including Power BI.
- Knowledge of relevant legislation, (i.e. Data Protection).

Special Skills:

- To have knowledge or received training, and have experience in the use of specialist statistical software e.g. SPSS & VB coding.

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

- Specific tasks will include: -
 - Establishing the data collection parameters to undertake analytical work including data

received from external partners.

- Collection and evaluation of data from a variety of sources to identify patterns, trends, series and where appropriate hotspots.
 - Provide support to the Police and Crime Commissioner and his wider team, including partners and external agencies, on analysis outcomes by preparing reports, issuing guidance and making recommendations.
 - Through application of analytical methodology draw inferences, conclusions and recommendations.
 - To prepare / contribute to analytical products within the requirements and expectations of the OPCC
- To understand and utilise a number of IT software applications at an advanced level in order to produce effective analytical reports e.g., SPSS, MS Excel, OIS and Business Objects.
 - To collate and prepare performance returns to the Home Office and Ministry of Justice (and other bodies or grants as may arise) in relation to grant funding received from these bodies.
 - To liaise with partner agencies on methodology and provide professional advice on appropriate statistical techniques and interpretation of results when collecting and reporting data.
 - To attend external meetings with partners and other agencies involved in the delivery of the Police and Crime Plan and to attend appropriate internal meetings and project boards.

Communication:

- Attend meetings and briefings to discuss the analytical requirements and where appropriate present the results of the analysis undertaken.
- Give presentations to The Commissioner and other audiences on analytical products.
- Provide specialist and professional advice to staff at all levels in the effective use of analysis to support managerial strategies and decisions.
- Establish and maintain good working relationships with key stakeholders nationally and locally. This will include data providers, agency performance managers, strategic and local delivery leads and other performance officers.

Administration:

- To provide reports and information about trends and patterns.
- To be responsible for own administration tasks.

General:

- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of the OPCC and the objectives of the Police and Crime Plan.
- Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

Personal Values / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

- Integrity
- Impartiality
- Transparency
- Public Service

OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting RV