

JOB DESCRIPTION



Role title:	Strategic Analyst
Grade and salary:	Grade I (£31,434 - £37,953)
Hours:	37 hours per week
Department or Division:	Analytical Services
Location:	Derbyshire Police Headquarters
Post reports to:	Strategic Analysis Manager
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	23/12/2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

The strategic analysis function seeks to bridge the gap between intelligence assessment, performance information and strategy, to ensure that we can provide a high-quality policing service for the people of Derbyshire.

You will work as an analyst within a team that is responsible for intelligence and performance based strategic analysis, informing and shaping operational and strategic decision making for the organisation.

This will cover a broad spectrum of analysis, mainly focusing on strategic planning as well as coordinating bespoke strategic analytical requests.

SPECIFIC ROLES AND RESPONSIBILITIES:

Responsible for the creation of analytical products such as strategic profiles and horizon scanning reports by analysing data, developing and testing inferences, highlighting intelligence gaps and making recommendations in order to inform strategic decision-making, planning and activity.

Responsible for preparing data for use in strategic analysis, including extracting, evaluating and manipulating large volumes of data from force systems and other sources, linking datasets where required.

Responsible for assessing data, selecting and applying appropriate analytical and statistical techniques, including the application of predictive analytical approaches such as forecasting and modelling, in order to support strategic decision making and shape the future direction of the organisation.

As an analytical subject matter expert, build and maintain effective relationships with key stakeholders both within internally and externally, in order to gather and assess business requirements to provide an analytical service.

Present strategic findings and recommendations at relevant governance forums, ensuring that content is relevant, meaningful and easy to understand and that insights and recommendations are actionable.

Take responsibility for regular internal and external scanning in order to identify organisational risks and opportunities, carrying out further analysis where required to improve understanding and raising to the attention of relevant stakeholders for consideration.

Carry out strategic risk assessments (such as MoRiLE) and contribute to force strategic business planning through the production of the Strategic Assessment, Strategic Profiles, and the Force Management Statement.

As directed by the Strategic Analysis Manager, undertake both long-term and short, sharp pieces of analysis – examining what's worked, what didn't, and what made a difference – providing the force with an independent challenge function, working in partnership with policy leads and using analytical tools to deliver fresh perspectives for old problems.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- The post holder will be expected to hold, or be in the process of obtaining, suitable formal qualifications e.g. a mathematical or research-based degree, OR have proven relevant experience.
- Proven ability to think strategically and problem solve, with experience of developing and testing inferences and delivering strategic insight in order to inform and influence decision making.
- Demonstrable experience in analysing large and complex datasets, including the ability to query, manipulate and transform data from source systems, utilising appropriate software.
- Ability to select and apply appropriate advanced statistical techniques (e.g. significance testing, forecasting, modelling), with proven experience of writing complex formulae in tools such as Microsoft Excel and SPSS.
- Excellent interpersonal and communication skills, adaptable to all levels of the organisation with the experience, confidence and credibility to present complex or specialist information to a non-specialist audience, both through written reports and in the delivery of presentations.
- Experience in creating effective visualisations to illustrate analytical findings, utilising software such as Microsoft Excel, Powerpoint and Microsoft Power BI.
- A knowledge of, or willingness to learn the required organisational and professional knowledge to carry out the role effectively, including Force structure and procedures, relevant legislation, recognised national guidance and standards of good practice.

- Must be flexible and able to work on own initiative and with the minimum amount of supervision, and must be able to manage workloads against critical time constraints and demonstrate organisational skills.
- Be proactive and take responsibility for developing professional and technical skills and abilities, ensuring knowledge, techniques and skills are up-to-date and aligned to the force analytics strategy.

Desirable:

- Experience of risk assessment models such as MoRiLE.
- Experience of conducting independent research including the use of horizon scanning to identify emerging trends.
- Experience of using coding language such as SQL, Python, R and DAX.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.