POLICE – STAFF

East Midlands Special Operations Unit

Job Description

Title – Data Analyst

Version - 1   **Date –** 31/07/2019

Post Number:	XS620
Grade /Scale:	SO2
Weekly Hours:	37
Department:	EMSOU Regional Cyber Crime – Dark Web Team
Status:	Permanent
Responsible To:	Detective Sergeant
Responsible for:	No Line Management
Location Work base:	Junction 27 of M1
Job Role /Purpose:	To work within the Regional Dark web Operational Team (RDOT) based in the East Midlands Special Operations Unit (EMSOU). To work with other data science team members and partners to identify, plan, develop and deliver data services and build data science and analytic capabilities in the law enforcement environment. To report to the RDOT Line management.
Contacts:	Police officers and police staff; Senior officers of the EMSOU and regional forces; external agencies; CPS, barristers and Judges; technical experts; industry and academic partners; quality management professionals and accreditation / governing agencies.
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
A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):
Educated to degree level in a numerate discipline such as Data Analysis, Computer Science, Mathematics, Statistics, Engineering or evidence equivalent work experience at a similar level.

Work Experience:
Experience of working in a data-driven environment where analysis and data-products shape organisational knowledge and service delivery.

Personal / Interpersonal Skills, Aptitudes:
Demonstrate an ability to communicate with a range of audiences, including an ability to negotiate and influence at a senior officer level.

Demonstrate an ability to disseminate the results of data analysis in briefings / presentation in a clear and concise manner.

Evidence an ability to work with limited supervision and plan / prioritise workloads.

Demonstrate an ability to work effectively as part of a team and develop positive relationships both within and outside an organisation.

Special Skills:
Be able to demonstrate high levels of creativity and flexibility when approach problems and take personal responsibility for solutions.

Evidence a proficiency in advanced excel and an ability to learn and apply coding skills (such as SQL, R, Python).

Evidence an ability to manipulate data, mining and extracting key information, applying standard analytics to reveal insights, and providing meaningful data visualisations.

Other:
Evidence a flexible approach to working with a willingness to react to duty changes at short notice and provide occasional out of hours support to meet operational needs.

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

Desirable Criteria
Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):
Educated to post-graduate level in a numerate discipline such as Data Analysis, Computer Science, Mathematics, Statistics, Engineering or evidence equivalent work experience at a similar level.

Demonstrate an awareness of relevant legislation such as CPIA, ECHR and DPA.

Work Experience:
Demonstrate experience of working in a confidential or sensitive environment.

Evidence experience of working in a law enforcement investigations environment.

Special Skills:
Demonstrate a proven track record in coding for data
analysis.

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

Core Responsibilities/ Accountabilities

Operational:
Mine data from open and closed data sources, clean and prune data to discard irrelevant information. Analyse and interpret results, translating data into valuable insights that inform tactical decision making within regional serious and organised crime policing.

Management/Leadership:
Manage relationships with internal and external partners including Law Enforcement, Academia, Industry and partners.

Technical:

Extracting and mining data for analysis to aid in solving business problems. Manipulating data to fulfill on analytical and segmentation requests. Using Data Visualisation tools and techniques to best share data with business partners.

Communication:
To provide support to an Operational Team

Administration:
Maintain records in accordance with national, local, and departmental policy and procedure.

General:
Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
Undertake other duties, in line with the responsibility of this role, that may be required to achieve the aims of EMSOU.
Be flexible in terms of working location and be prepared to work temporarily at other locations within the region area, undertaking a similar role.
Embrace the values of EMSOU and its partner in Quality Management EMSOU-FS.

Other:
This role description will develop with the changing demands of policing objectives and priorities.

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

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
    Social responsibility

Other

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

1) Management Vetting (MV) x

2) Security Check (SC) x

3) Developed Vetting (DV)   x

Car User: Yes │ x │   │   │   Essential /Casual Allowance *{per mile / day etc}:* Casual │

Budgetary Management: │   │ / No │ x │

Additional Information: │

Reasonable adjustments

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration Level

Administration Level

Administration Level

Clerk Level

Clerk Level

Clerk Level