



## **Job Description**

**Title –** Performance Analyst

**Date –** May 2023

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<b>Post Number:</b>	DB314
<b>Grade /Scale:</b>	Grade SO1 (£31,434 - £33,348) Pro-Rata
<b>Weekly Hours:</b>	28
<b>Location:</b>	Force Headquarters
<b>Department:</b>	Corporate Services Dept
<b>Status:</b>	Established
<b>Responsible To:</b>	Senior Analyst
<b>Job Role /Purpose:</b>	The Performance Team is responsible for the production of detailed management information, performance statistics and insight analysis. The information produced is analysed to inform operational and organisations evidence-based decision making. The department is also responsible for statutory statistical returns to several external bodies.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force 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.
<b>Contacts:</b>	Officers of the Force and of other Forces; support staff in Departments and Areas, professional organisations
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

To be educated to degree standard or equivalent in a subject involving research, analysis of data or statistics or relevant experience.

##### **Work Experience:**

Experience of conducting in depth analysis using a variety of analysis tools and statistical approaches and have an awareness of advanced technical techniques e.g. forecasting and modelling

Ability to extract and combine large and complex datasets using appropriate software, including experience of writing complex formulae and the ability to select and apply appropriate statistical techniques

Experience in an analytical environment where it has been necessary to undertake both qualitative and quantitative data analysis or research work, producing products that add value and increase the knowledge and understanding of the organisation

Demonstrate a comprehensive working knowledge of IT software including Microsoft Word, Excel, and PowerPoint

**Personal / Interpersonal Skills, Aptitudes:**

To have knowledge of relevant legislation, (i.e., CPIA, ECHR, RIPA, Data Protection, MOPI).

Be able to communicate at all levels both verbally and in writing in a concise, factual and clear manner, taking into account the needs of the intended audience.

Demonstrate proven experience of conducting presentations/briefings outlining findings/results/recommendations.

Demonstrate an ability to work with limited supervision; planning and prioritising own workload and making multi-factor decisions within agreed policy.

**Special Skills:**

To be able to demonstrate skills in proactive and creative research and analytical techniques

Ability to demonstrate respect for other people's views and to respect race and diversity.

**Other:**

*\* 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):

To have successfully completed an NPIA Analyst Foundation Module course or equivalent

To have completed the IPP Qualification or have this completed within 12 months of the commencement of the role.

**Work Experience:**

Experience in using Business Objects for querying and presenting data

Experience in using Power BI for visualising information.

Experience of SQL for extracting and transforming data.

Knowledge of police performance management, processes and systems. Including data privacy and security standards.

**Other:**

Hold a full driving licence and have use of own vehicle for work purposes \*

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

### **Core Responsibilities/ Accountabilities**

**Operational:**

Prepare / contribute to Performance Reports and as appropriate Strategic & Tactical Assessments to provide an accurate picture of the current situation, identify emerging issues and make recommendations to inform decision-making and assist senior management in the commitment of resources and directing business activity.

Prepare and provide data to support and inform HMICFRS inspections.

To support the development of the performance framework and be responsible for the monitoring across all the varying work streams allocating this to researchers where appropriate

To use analysis of previous and current trends, operation knowledge and horizon scanning to provide models that shape and inform strategic planning and business decisions.

To prepare and deliver strategic and tactical performance reports to a variety of key stakeholders at all levels of the organisation and externally.

Ensure all products produced are insightful, support effective decision making and are appropriate to support the organisations priorities and goals

To identify barriers to improving performance management and look for solutions to overcome these obstacles.

To undertake other analytical work (Performance or Criminal intelligence focused) as required by line managers.

**Technical:**

To determine and utilise the most appropriate analytical and statistical techniques to evaluate data and interpret trends and to identify what 'good looks like' and develop hypotheses.

To be able to demonstrate a detailed working knowledge of Microsoft products including MS Office including Power BI.

To work with colleagues, partners and external stakeholders to continue to support the development of new technologies to improve performance management across the whole organisation

To continue to self-develop, ensuring an up-to-date working knowledge of new processes, techniques and technologies.

**Communication:**

To represent the organisation at relevant internal and external meetings.

Give presentations to senior officers and other audiences on analytical products.

Provide specialist and professional advice to staff at all levels in the effective use of intelligence and statistical analysis to support managerial, operational, and investigative strategies

To challenge Senior Officers as part of the performance meeting structure in relation to current performance.

**Administration:**

To continue to self-develop, ensuring an up to date working knowledge of new processes, techniques and technologies.

**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 policing reflected in Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

**Other:**

N/A

*\* 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  
Public Service

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#### **Other**

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

- 1) Management Vetting (MV)
- 2) Security Check (SC)

