Job Description

Title – Researcher

Version - 6 **Date -** 12th June 2018

Post Number:	GI054
Grade /Scale:	4
Weekly Hours:	37
Department:	FIB
Status:	Established
Responsible To:	Senior Intelligence Analyst.
Responsible for:	No responsibility for other staff.
Location Work base:	Leicestershire FHQ
Job Role /Purpose:	To undertake and assist with research projects (including audits). To provide relevant and accurate information to assist and enable the analytical process to take place effectively, which will inform and influence decisions allowing the effective deployment of operational resources.
Contacts:	Officers of the Force and of other Forces; support staff in Departments and Areas, professional organisations.
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):
1. To be educated to GCSE Grade C or above (or equivalent) in Mathematics and English Language, or to have significant experience in a role requiring a similar level of skills.
Work Experience:
2. Demonstrate experience of data collection or proven research skills in a statistical or information based environment.

Personal / Interpersonal Skills, Aptitudes:

3. To be able to demonstrate good communication skills both orally and in writing.

4. To be able to demonstrate good report writing skills.

5. Demonstrate an ability to plan and prioritise individual workload.

Special Skills:

6.   The ability to demonstrate respect for other people's views and to respect race and diversity.

Other:

Achieve and maintain SC clearance.

* 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):

7. Educated to A level standard or equivalent in a subject involving research methods OR equivalent work experience working to that level in a research environment applying research methods.

Work Experience:

8. Demonstrates the ability to carry out research to identify relevant facts that are not immediately available.

Personal / Interpersonal Skills, Aptitudes:

9. To be computer literate and have experience of Windows environment and use of Microsoft Office packages e.g. Word, Excel.

10. Able to quickly learn to use new computer software packages.

11. Able to follow set guidelines and procedures.

Special Skills:

Other:

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

Core Responsibilities/ Accountabilities

Operational:
- To assist in the collection of the Forces organisational, operational, criminal & administrative information and intelligence using appropriate research and data collection techniques.
- To collect, audit, prepare and present both qualitative and quantitative data, including statistics, using computer statistical presentation packages where appropriate.
- To assist Analysts, Senior Analysts and other colleagues in the preparation and presentation of research reports.

Management/Leadership:
NA

Technical:
NA

Communication:
- To liaise with internal and external customers at a similar level/grade.
- To present the results of research products to colleagues as required, including the submission of written reports.
- To maintain confidentiality and discretion in the conduct of research undertaken.

Administration:
- To prepare and present, where necessary, reports, evaluations and research work carried out.
- To interrogate Constabulary held and external computer systems to conduct research.

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:
NA

* 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) Please select one - Recruitment Vetting (RV)   or Management Vetting (MV)   x

2) Please select one - Counter Terrorist Checks (CTC)   or Security Check (SC) x

3) Please select one - Developed Vetting (DV)   or N/A

Date line manager checked vetting level needed :

Car User: Yes   / No   - Essential /Casual Allowance *{per mile / day etc}:*

Budgetary Management: Yes   / No   X Budget Value approximate value £

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