



Job Description

Title – Performance Analyst

Version - 1 Date - 23/05/2019

Post Number:	PCC088
Grade /Scale:	Scale 6
Weekly Hours:	37
Department:	OPCC Performance Team
Status:	Established
Responsible To:	Performance Manager
Responsible for:	N/A
Location Work base:	Leicestershire Police FHQ
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 his deputy, Staff within the OPCC, Officers and staff of Leicestershire Police, Home Office, MoJ, Partner agencies, Voluntary, community and social enterprise (VCSE) bodies, members of the public.
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):

To demonstrate experience in an analytical environment where it has been necessary to undertake data analysis or research work.

Work Experience:

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

To demonstrate experience of preparing and producing complex written reports

Personal / Interpersonal Skills, Aptitudes:

Demonstrate an ability to communicate confidently at all levels both verbally and in writing.

Demonstrate good organisational & time management skills and being highly motivated and taking a proactive approach, recognising and responding to the need for change.

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.

Maintain tactful and professional approach and ensure that working practices are consistent.

Develop strong working relationships inside and outside of the organisation to achieve common goals.

Dependent upon the role assigned, to be willing and able to be vetted to SC level and maintain that security level as required.

To be able to travel for business purposes.

** 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 be educated to degree standard or equivalent in a subject involving research, analysis of data or statistics

Work Experience:

Demonstrate a comprehensive working knowledge of specialised IT software including statistical analytical and mapping packages. Including Power BI

Demonstrate knowledge of relevant legislation, (i.e. Data Protection)

Personal / Interpersonal Skills, Aptitudes:

Special Skills:

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

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

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.

Management/Leadership:

N/A

Technical:

N/A

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.

Other:

N/A

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

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)

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

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}*: Please enter text here

Budgetary Management: Yes ☐ / No ☐ Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here

Organisation Chart



