EMCHRS L&D

Job Description

Data Analyst

Post Number:	RT345
Grade:	Grade 6 – £28,530- £30,375 (SCP22-24)
Weekly Hours:	37
Department:	Regional Learning & Development
Based at:	Leicestershire
Status:	Established
Responsible To:	Business Support Manager
Job Role /Purpose:	To undertake business analysis activities in support of Performance Improvement, Project Management and Continuous Improvement to facilitate organisational aims and objectives. To ensure sound analytical methodology and rigour is applied to projects or KPI indicators to establish continuous improvements where necessary. Due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application.
Contacts:	Police and support staff within Force, external agencies, other Forces and EMCHRS L&D staff and College of Policing.
Health and Safety:	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.
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.

Essential Knowledge:

- To be educated to A Level or equivalent in a relevant subject e.g. Maths/Statistics or to have experience of working to that level

Work Experience:

- Experience of conducting statistical analysis and preparing and presenting reports, detailing findings and recommendations

Personal / Interpersonal Skills, Aptitudes

- Have strong verbal, written and interpersonal skills (including presentation skills) and the ability to communicate confidently and effectively at all levels

- Experience of creating and maintaining strong working relationships with internal teams/customers and external stakeholders to achieve common goals

- Ability to constructively challenge existing practices and able to use a logical, coherent and a consistent approach to problem solving

- Have the ability to work using own initiative and able to manage workloads in an effective manner to tight deadlines

- Experience of Microsoft Office packages and ability to produce management reports and data

- Experience of data collection & proven analytical skills including the ability to interpret numerical data in either graphical, verbal or written formats

- Ability to prepare and present high-quality complex reports

Special Skills:

- Hold a full driving licence and have use of own vehicle for work purposes and be prepared to travel and work throughout the region as required

Reasonable adjustments will be considered under the Equalities Act 2010.

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

Work Experience:

- Experience of Power BI or a similar analytical tool

Core Responsibilities/ Accountabilities

Operational:

- To have overall accountability for the development, provision and interpretation of statistical data as requested by the EMCHRS L & D Senior Management Team

- Provide support to relevant teams/forces in relation to performance matters by preparing analytical reports

- To lead on and undertake reviews of the processes for design and development of statistical information for managing projects and continuous improvement. To liaise with the relevant Departments in the development of solutions. To develop and implement recommendations for improvement

- To provide advice to relevant teams on appropriate statistical techniques and interpretation of results when collecting and reporting data

- To support the Senior Management Team by identifying suitable performance measures and statistical tools in order to support delivery of organisational objectives

- To carry-out 'future scanning' in order to pick up emerging socio-economic changes that may impact on business performance and highlight them where appropriate

Communication:

- To liaise with relevant departments and teams in relation to processes undertaken to collect, report and analyse performance data
- To provide comprehensive reports to relevant teams to allow for a clear understanding of relevant information

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

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

Personal Values /Competencies

The competency and values framework set 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

Other

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

Management Vetting (MV) Security Clearance (SC)

Vetting residency requirements: Applicants must have 5 years continuous UK residency at the time of application.

Car User: Yes

POLICE – STAFF