



Job Description

Regional Performance Analyst

Post Number:	XS290
Grade /Scale:	SO2 (£34,287- £36,177) Paid Pro Rata
Weekly Hours:	18.5 hours (Part-time)
Department:	EMSOU Corporate Services- Performance Team
Status:	Established
Responsible To:	Performance Manager
Location Work base:	Vicinity Junction 27 (of M1)
Job Role /Purpose:	<p>You will be part of a team tasked to deliver effective performance insights for the EMSOU Senior Management Team to help drive continuous improvement, service delivery and influence decision making at a strategic level.</p> <p>Provide appropriate, timely, relevant and accurate analysis to support national reporting and regional performance meetings to allow for effective and informed decision making. Understand the current risk, threat and harm from Serious and Organised crime across the region to measure our activity against it. You will support and collaborate with colleagues across the business, other regional organised crime units and partner agencies to demonstrate ROCU response to serious and organised crime in line with its mission, objectives and strategy.</p> <p>Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK.</p>
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.
Contacts:	EMSOU and regional forces police officers and staff, senior officers of EMSOU and regional forces, OPCC, All ROCUS within England and Wales, NCA, NOC, Professional Organisations, appropriate outside 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 a degree level or equivalent with a high proportion of data interpretation/statistics and/or have significant work-based experience of analysing and evaluating quantitative and qualitative data (including making inferences and recommendations) and presenting to management level.

Work Experience:

Demonstrate extensive experience in an analytical environment, working in a confidential and sensitive environment, where it has been necessary to undertake the development of structuring data capture, data analysis or research work, managing and interpreting a wide range of data. A well as experience using analytical techniques, creativity, innovation and flexibility to problem solve, draft and present findings and analyse data.

Experience in presenting findings using analytical tools, PowerPoint and report writing to articulate data to inform senior leadership to support continuous performance improvement and influence decision making including experience of reporting across an organisation to help understand activity and outcomes, and drive efficiency and effectiveness at department and organisational levels.

Personal / Interpersonal Skills, Aptitudes:

Excellent communication skills (both written and verbal) including the ability to confidently present information and complex data sets to senior management level. To effectively negotiate and manage expectations working collaboratively with Senior Leadership to coordinate and produce analytical and business reports.

Able to prioritise own workload with competing demands and use initiative; able to work independently with limited supervision and able to manage competing demands to tight deadlines, in a time pressured environment.

Able to work effectively as part of a team and develop relationships across the organisation and internal / external partners, stakeholders and relevant bodies, especially with partnership working, building contacts to enhance analysis.

Able to make decision and recommendations based on data analysis which can impact or change the direction of a course of action.

An ability to understand new and or complex situations and analyse them in a logical manner using appropriate techniques including conducting in depth analysis using a variety of analysis tools and statistical approaches.

Special Skills:

Excellent IT skills, including Microsoft Office suite but particularly intermediate to advanced Excel and as well as previous experience using performance, statistical and presentation software (such as but not limited to PowerBI, Qlik, Tableaux) to analyse and present data.

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

Other:

To have a flexible approach to working hours and willing to travel throughout the East Midlands region and represent the region at national meetings.

Hold a full driving licence, have permanent use of a private motor vehicle, covered by business insurance to travel to different locations, claiming mileage expenses as a casual user.

** 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 a recognised Analysts course or equivalent, preferably in performance or have experience working in performance or management information environment.

To have working knowledge of Microsoft Power BI, Power Query, Power Pivot, APMIS

Have working knowledge of relevant legislation including Data Protection Act, MOPI and the National Intelligence Model, policing of Serious and Organised Crime.

Significant experience and proficiency in the use of a wide range of technologies and data from a wide range of sources.

Work Experience:

Experience being able to lead, direct and influence internal and external partner with the ability to represent an organisation at different levels both internally and externally.

Experience working in law enforcement environment with an awareness of covert policing methods.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate being able to provide critical feedback.

Demonstrate decision making ability.

Special Skills:

Working knowledge of SQL.

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

Core Responsibilities/ Accountabilities

Operational:

Proactively apply and undertake complex analysis to provide an analytical assessment of the overall effectiveness of the response to Serious and Organised Crime and Major Crime (including Homicide) for multiple stakeholders internally and externally.

Research and analyse a diverse range of information using a variety of different analytical techniques, identifying key service delivery outcomes and provide timely recommendations to address Performance trends and issues at national and regional level.

Preparation and presentation of complex data sets and strategic and tactical documents for key regional and national performance meetings. Including meeting with target audiences / key stakeholders team to discuss their requirements. Be prepared to present this information to local, regional and national audiences.

To provide sufficiently detailed and accurate information to inform and advise strategic decision

makers by constructing appropriate inferences and recommendations to ensure efficient deployment of resources and sound future decision making.

Management and maintenance of a national database. The provision of all training both internally and externally to regional service users. Act as an advisor to regional forces and support any national changes.

Contribute to the disruption moderation process of assessing the impact of serious and organised crime within the East Midlands Region and measuring our activity against it. Interpret guidance and advice from national bodies on service delivery information for the ROCU to fully meet requirements.

Maintain good working relationships at force level to lead, influence and support as an advisor for their disruption reporting and ensure this is in line with national standards.

Compile assessments outlining EMSOU's demand, capacity, and capability alongside a disruption insight for national stakeholders.

Develop consistent working practices and identify and implement improvements to enhance the performance data collection within EMSOU. Support any projects in relation to performance.

Understand the delivery of policing around the threat of Serious and Organised Crime.

Support the development of the Performance Framework and be responsible for monitoring across the varying work streams.

Maintain an understanding of serious and organised crime to give effective advice, recommendations and context around statistical data.

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

Management/Leadership:

Manage relationships with internal and external partners including law enforcement, industry, academia and partners.

Act in the capacity of professional advisor to senior management regarding different products and data available, often in a high pressure working environment without the aid of analytical supervisions / peer support. Communicating findings to superiors and colleagues.

Responsible for evaluating and interpreting all information and material available, with a view to assisting decision makers, attending all relevant meetings / conferences.
Deputise in the absence of the Performance Manager where required.

Technical:

To understand and utilise a number of IT software applications at an advanced level in order to produce informative performance reports.

To attend role specific training course, lectures, workshops and conferences to aid continuous professional development.

To understand and utilise the numerous data sets (and complexities) that are used in regional and national performance reporting. To exploit, evaluate and interpret these to the highest level of accuracy for performance reporting purposes using data visualisation tools to present to senior

management for decision making. Ensuring through reviews of final products.

To keep up to date with changing intelligence analytical techniques and increasingly complex data sets.

Communication:

Represent EMSOU at a local, regional and national meetings including the ROCU Advisory Panel on Disruptions to consistently review and update practices with regard to recording processes in line with the national framework.

Be a single point of contact for all performance/disruption related queries. Provide professional advice to staff at all levels to support managerial and local internal decisions around performance management.

Prepare comprehensive reports relating to data interpretation from a variety of sources for performance and disruption reporting and present to a wide range of audiences, including senior officers. Disseminate analysis to police and partners through the appropriate presentation methods to provide clear, concise updates on all the key facts and issues as required.

Administration:

To update and maintain all systems relevant to the role adhering to national legislation and local / departments policy and procedure.

To participate in the ROCU Check-In process and to contribute towards identifying your own professional and career development.

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 locations.

Other:

The roles of staff within EMSOU have been designated as High-Risk Posts. Successful applicants may be required to submit themselves for routine drug and alcohol testing in line with policy whilst employed on the unit.

To undertake other such 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 changing demands of policing reflected in EMOSU / force 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
Public Service

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)

Car User: No