

JOB DESCRIPTION



Role title:	Workforce Analyst Officer
Grade and salary:	F £24,552 - £30,375 Pro rata if part-time (SCP 21- 29)
Hours:	37 hours per week (Vacancy 1) + 18.5 hours (Vacancy 2)
Department or Division:	Human Resources
Location:	Derbyshire Force HQ, Ripley, Derbyshire, DE5 3RS
Post reports to:	Workforce Analyst Manager
Suitable for job share or part-time:	Yes
Other considerations:	<p>The successful applicant may, on occasions be required to be flexible around working hours to meet operational requirements. Travel to force locations other than Force Headquarters is required approximately 2-4 per month.</p> <p>Please note that due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK to the date of application and Home Office approval for indefinite leave to remain within the UK.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p>

PURPOSE AND DESCRIPTION OF JOB ROLE:

The Workforce Information Team is responsible for the production of detailed workforce management information, 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 a number of external bodies e.g.Home Office, Her Majesty's Inspectorate of Constabularies etc.

The post holder will be required to develop and produce management information as defined by the Force and to carry out analysis of available information in order to support effective and evidence-based decision making across the organisation to enable delivery of the force objectives.

SPECIFIC ROLES AND RESPONSIBILITIES:

Specific Roles and Responsibilities:

- Produce high quality workforce management reports on a monthly basis at both Force and Department levels.
- Attend resourcing meetings to present workforce data and highlight emerging trends. To support designated departmental areas to use this information in planning and decision making.
- Complete nationally required workforce data returns to external bodies such as the Home Office, ensuring the accuracy of the data and meeting tight deadlines.
- Produce data for, and respond to, all relevant Freedom of Information requests in a timely manner.
- Maintaining and updating workforce establishment data and associated processes, organisational structures and positions on the HR system.
- Working as a team, monitor two busy email inboxes dealing with all requests and responding to emails in a professional and timely manner.
- Retrieve data from computerised systems including Gateway, Mercury, Power BI etc in order to provide workforce related management information and datasets, ensuring accuracy of data is maintained.
- Interrogate and analyse reports from the HR System, manipulating and evaluating large and sometimes complex data sets.
- Develop and implement quality control checks on the HR Information System, identifying and addressing data quality issues.
- To work with colleagues, partners and external stakeholders to continue to support the development of new technologies to improve workforce information management across the whole organisation.
- To continue to self-develop, ensuring an up to date working knowledge of new processes, techniques and technologies.
- Support the HR function by carrying out other duties commensurate with the role.
- Work collaboratively and flexibly with other members of the team and colleagues, as well as public and private sector organisations.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Excellent Excel skills, being proficient in the manipulation of large data sets using a variety of tools and functions, such as pivot tables, graphs, charts and advanced functions to analyse and illustrate workforce data.
- Fully proficient in the use of other Microsoft Office applications to include Word and PowerPoint and be familiar with data input, retrieval and report generation from Management Information Systems.

- Experience of producing written correspondence to a high standard, ensuring accuracy and attention to detail at all times.
- Experience of preparing statistical data and analysis of information for both internal and external customers and producing accurate and well formatted management level reports for presentation to people at all levels.
- Experience of undertaking robust checks on data quality and accuracy.
- Organising own workload, working to tight deadlines and to achieve aims and objectives in a timely manner.
- Demonstrate an understanding of what is required in a customer focus role to ensure that a high level of service is provided, by telephone, email and face to face communication.

Desirable:

- Recognised training in Excel and other Microsoft Office packages.
- Previous experience of working in HR and using HR software systems.
- Experience of working in a police or similar complex environment.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.