



Staffordshire Police - Role Profile

Data Analyst

Grade/Rank:	F
Directorate:	Operational Support
Reports to:	Head of Business Intelligence
Direct Reports:	No

Role Purpose

To use analytical techniques to inform and influence decision making at a Strategic, Tactical and/or Operational level. Strong attention to detail and excellent communication is vital in order to provide both insight and analysis for problem solving.

Key Tasks and Responsibilities:

- Conduct analysis at a strategic, tactical and/or operational level, utilising appropriate analytical tools and techniques to identify patterns and trends, gaps, assess threat, risk and harm and make recommendations supporting decision making, prioritisation and resource allocation.
- Establish and interpret requirements to ensure the needs of key stakeholders are met.
- Ability to design collection plans obtaining and evaluating data in line with a terms of reference to deliver an analytical product.
- Produce written and/or verbal briefings and presentations to stakeholders to provide a clear and concise evidence-based understanding of the subject matter, including making recommendations and offering advice and guidance.
- Maintain awareness of innovation within analysis to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Build and maintain relationships with colleagues and partners internally and externally to information share and provide advice and direction to ensure a collaborative approach.
- Create information and data dashboards, graphs and visualisations.
- Mine and analyse large datasets, draw valid inferences and present them successfully to stakeholders using appropriate reporting tools.
- Simplifying complex data into an easily understandable format.
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role – including specifically information governance, data protection, and data standards
- Be creative and adapt as the role evolves with changing requirements
- Act as a vital link into your host organisation to facilitate contact with key stakeholders and subject matter experts



And to be accountable for: (i.e. responsibilities held by others but measured and owned by this role)

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	1b
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	2

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	3
	Managing Complexity/Strategic Planning	3
We deliver, support and inspire	(self) Leadership	2
	Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically	Problem Solving	3
	Situational Judgement	2
We are innovative and open-minded	Continuous Improvement	2
	Futurology	2

Education, Qualifications and Experience

Essential:

- Educated to level 6 e.g. a degree with or without honours OR equivalent work-based experience/competency.
- Experience of communicating effectively and undertaking analysis of a qualitative and quantitative nature
- Knowledge of analytical techniques

Desirable:

- Familiarity querying and interrogating databases
- Experience of reporting tools (e.g. business objects)
- Experience of bespoke analysis tools.
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<ul style="list-style-type: none"> Experience of utilising different computer software packages (e.g. MS Office) to enable analysis and output development 	
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Skills Matrix (See Skills Matrix)

Essential:

- Work in collaboration with internal and external colleagues to achieve a shared objective within a set timeframe according to strategic direction
- Ability to identify and scope a problem to effectively deliver analytical products.
- Good communication skills with the ability to present information and negotiate with various stakeholders to ensure understanding and support decision making.
- Ability to develop and test inferences and hypotheses and to draw evidence based conclusions and make recommendations, influencing decision making.
- Ability to apply a range of analytical techniques in order to identify important problems, issues and risks as well as establish patterns and trends.
- Able to demonstrate effective problem solving skills in order to produce creative and imaginative responses to complex problems exercising the ability to make balanced decisions.
- Ability to research, analyse and assimilate large volumes of complex data and prepare and produce concise analytical reports.
- Skilled in the use of IT packages, systems and/or databases involved in analysing, interpreting, storing, and presenting data.

Desirable:

- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.
- Demonstrate the ability to work calmly under pressure, displaying attention to detail, thoroughness in approach and concentration for long periods of time.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to appropriately prioritise, work to multiple deadlines and plan own work accurately, methodically and with minimal supervision.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
- Experience of working within a public sector organisation in an information-related role
- Awareness of information governance, data standards and data quality
- Ability to maintain continuous professional development to develop your own knowledge and awareness

Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

CPD Requirements



- Develop awareness of individual leadership style and values.
- Identify, develop and test new data sources for analysis.
- Identify, develop and test new methods of analysis.
- Identify, develop and test new methods of reporting analysis and effectively disseminating your analytical product.
- Stay up-to-date and/or actively contribute, within the confines of good operational practice and with data and security in mind, to analytical developments and general advancements
- Stay up to date with new approaches to evidence-based policing and analysis.
- Stay up-to-date with changing legislation, nationally disseminated products and current national policing priorities.
- Network with partners in external organisations in order to encourage better cross-sector analytical working practices e.g. academic institutions and emerging technology companies.
- Coach and/or mentor less experienced colleagues e.g. Junior Analysts, Intelligence Researchers and non-intelligence roles.

Special Conditions					
Own car for business use	Yes – full driving licence				
Higher level vetting required	Yes – enhanced level				
Requirement to wear Uniform	No – force dress code policy				
Requirement for post entry training Agreement	No				
Fixed Hours	No				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	Yes				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes - but may be dependent on operational need or organisational commitments				
Other Conditions					
Notice Period	1 week	28 Days	1 month	3 months	

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
3	4	4	3	3	4