**Staffordshire Police - Role Profile**

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| **Research and Data Officer** |

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| **Grade/Rank:** | E |
| **Directorate:** | Operational Support |
| **Reports to:** | Detective Sgt |
| **Direct Reports:** | No |

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| **Role Purpose** |
| To undertake research using a wide variety of sources to assess and evaluate and disseminate information and inform the creation of Knowledge Hub Products to support decision making at a strategic, tactical and/or operational level. You will also support the organisations legal obligations in supplying data and information as part of its statutory reporting requirements. The role is both varied and interesting, providing the opportunity to engage in local, regional and national projects and operations as appropriate.

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| **Key Tasks and Responsibilities:** |
| * Undertake qualitative and quantitative research to produce intelligence, information and/or inform analytical products, including collecting, collating and evaluating information from a wide variety of sources at a strategic, tactical or operational level.
* Prepare and deliver research summaries and findings in a variety of formats, such as presentations and reports, to clearly and accurately inform decision making and/or facilitate analysis.
* Prepare statements of evidence for court and attend court as a witness if required to assist in the criminal justice process. (Dependent on IPP accreditation and registration)
* Support the identification and development of new sources and methods of research to ensure that products inform and assist problem solving whilst reflecting latest methodologies and best practice.
* Develop and maintain relationships with colleagues and partners, such as liaising with other agencies in order to support information sharing and collaborative working.
* Maintain awareness of innovation within intelligence and performance management to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
* Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.
* Undertake the completion of partners intelligence collection requirements (NCA, ROCU), Annual Data Requirements, Force Management Statement, HMIC, NPCC data returns including public and third sector data and information requests.
* Provide advice and guidance in relation to data standards, business rules and develop knowledge on specific HO requirements such as the classification of offences within the Home Office Counting Rules.
* Identify improvements to data collection methods and reporting within the organisation.
* As a team member be responsible for ensuring that the Knowledge Hub builds and maintains relationships internally and externally to share data and information, providing advice and direction where appropriate.

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

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| **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 | 1a |
| Managing Sensitivities/Political Savvy | 1b |
| We take ownership |  | Customer Service | 1b |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative |  | Partner Working | 1b |
| Managing Complexity/Strategic Planning | 1b |
| We deliver, support and inspire |  | (self) Leadership | 1b |
| Supporting Colleagues/Coaching & Mentoring | 1b |
| **Intelligent, creative and informed policing** |
| We analyse critically |  | Problem Solving | 2 |
| Situational Judgement | 1b |
| We are innovative and open-minded |  | Continuous Improvement | 1b |
| Futurology | 1b |

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| **Education, Qualifications and Experience** |
| **Essential:** | **Desirable:** |
| * Educated to A-level standard **or** relevant work-based/competency-based experience
* Experience of communicating effectively and undertaking research of a qualitative and quantitative nature
* Experience of utilising different software packages and bespoke analysis tools (e.g. MS Office, keyword analysis and web analytics)
 | * Familiarity dealing with intelligence processing, validation and dissemination.
* Familiarity querying and interrogating databases
* Experience of reporting tools (e.g. business objects)
* Accredited to IPP evidence level
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| **Skills Matrix (See Skills Matrix)** |
| **Essential:** |
| * Ability to research and assimilate large volumes of data and prepare and produce complex research-based reports.
* Good communication skills with the ability to listen to others and communicate research in order to ensure understanding.
* Skilled in the use of IT packages, systems and/or databases to fulfil role requirements.
* Ability to interpret and apply guidance to a specific activity.
* Good team working skills demonstrating awareness of individual differences and providing support as required.
* Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
* Ability to research and collate a variety of information presenting it in a variety of formats to aid understanding.
* Good problem solving skills.
* Demonstrate excellent data handling skills being able to apply complex business rules and definitions to successfully fulfil statutory reporting requirements.
* Able to work to deadlines and delivering results through effective planning and organising of work demonstrating the ability to prioritise own time and workload, working methodically and accurately under pressure with minimal supervision.
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| **Leadership Passport Level** | Practitioners & Team Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
| 1 | 2 | 3 | 4 |

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

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| **CPD Requirements**  |
| * Develop awareness of individual leadership style and values.
* Identify and develop new data sources.
* Identify and develop new methods of research.
* Identify and develop new methods of reporting research and effectively disseminating your intelligence product.
* Stay up-to-date and/or actively contribute, within the confines of good operational practice and with data and security in mind, to research developments and general intelligence advancements e.g. APP updates, POLKA IPP Community, Intelligence Community, Researcher Community.
* Stay up to date with new approaches to evidence-based policing and apply to your research.
* Stay up-to-date with changing legislation (including current guidance on disclosure) and current national policing priorities.
* Evaluate the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to intelligence.
* Develop knowledge of other roles e.g. work alongside intelligence officers to further operational knowledge of each other’s roles.
* Network with KH Users and partners in external organisations in order to encourage better cross-sector working practices e.g. academic institutions and emerging technology companies.
* Coach and/or mentor less experienced colleagues
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| **Professional Registration/Licences**  |
| **IPP Accreditation and Registration** * Assessed competence against the relevant professional standards for this function is required to achieve IPP accreditation and registration. Maintenance of this accreditation requires the demonstration of continued competence against professional standards, as well as evidence of CPD, in line with the College’s Model.
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| **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 | Yes |
| Fixed Hours | Yes – dependent upon the unit aligned to. |
| Weekend working expected | Yes – dependent upon the unit aligned to but may also be dependent on operational need or organisational commitments |
| Shift allowance  | Yes – dependent upon the unit aligned to |
| Knowledge Hub Units | I24 – 365 days 24/7 – 34% allowanceSOCEX – Monday to Friday – Flexitime RoleI157 – Shift worker – 7 days - 7 am to 10pm - Shift TBC but likely to be around 30% allowance3PI – Monday to Friday – Flexitime Role |
| Fixed term or temporary role | No |
| Politically Restricted | No |
| On call/standby rota | No |
| Flexitime Role | No |
| Specific Role Related Training | * Intelligence foundation course (internal training package)
* Systems training
* NCALT packages
* MOPI, Information Security, Data Protection Act, GDPR, Freedom of Information
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| Notice Period | 1 week | 28 Days | 1 month | 3 months |  |

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| **Agile Profile (See Agile Matrix)** |
| Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 3 | 4 | 4 | 3 | 3 | 1 |