



Staffordshire Police - Role Profile

Research and Data Officer

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

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.

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.

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	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

Education, Qualifications and Experience



Essential:	Desirable:
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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

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.

Leadership Passport Level

Practitioner
s & 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

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

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.

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% allowance SOCEX – Monday to Friday – Flexitime Role I157 – Shift worker – 7 days - 7 am to 10pm - Shift TBC but likely to be around 30% allowance 3PI – 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	<ul style="list-style-type: none"> • Intelligence foundation course (internal training package)



	<ul style="list-style-type: none">• Systems training• NCALT packages• MOPI, Information Security, Data Protection Act, GDPR, Freedom of Information			
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	1