



# Staffordshire Police - Role Profile

## Knowledge Hub Analyst

<b>Grade/Rank:</b>	F
<b>Directorate:</b>	Operational Support
<b>Reports to:</b>	Senior Analyst
<b>Direct Reports:</b>	No

### Role Purpose

The purpose of this role is 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. The role requires you to have a curious, inquisitive and investigative mind set.

### 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.
- Demonstrate individual leadership responsibility in respect of the relationship required with Research and Data Officers.
- 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.
- Prepare, deliver and present analytical products for use in court proceedings, as required.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Develop and support the analysis, reporting and provision of performance data and products for all directorates across the force supporting the governance framework.
- As a team member be responsible for ensuring that the Knowledge Hub builds and maintains relationships with colleagues and partners internally and externally to information share and provide advice and direction where 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.

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	2
		Managing Complexity/Strategic Planning	2
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:**

**Desirable:**



<ul style="list-style-type: none"> <li>• Educated to level 6 e.g. a degree with or without honours OR equivalent work-based experience/competency.</li> <li>• Experience of communicating effectively and undertaking analysis of a qualitative and quantitative nature</li> <li>• Knowledge of analytical techniques</li> <li>• Experience of utilising different computer software packages (e.g. MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity querying and interrogating databases</li> <li>• Experience of reporting tools (e.g. business objects)</li> <li>• Experience of bespoke analysis tools.</li> <li>• NIAT (National Intelligence and Analysis Training) trained</li> <li>• Knowledge and experience of using NIM (National Intelligence Model)</li> <li>• Accredited to IPP evidence level</li> </ul>
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### Skills Matrix (See Skills Matrix)

#### Essential:

- Ability to develop own capability and encourage creativity whilst ensuring adherence to process, systems and techniques.
- 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 (to be tested).
- 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.
- 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.
- Capacity to develop and document procedures and work flows.
- Comprehensive knowledge of force databases and data sets.
- Ability to maintain continuous professional development to develop your own knowledge and awareness of the disciplines of analysis, intelligence or performance.

#### Leadership Passport Level

Practitioners  
& Team  
Leaders

1<sup>st</sup> Line  
Mngrs

2<sup>nd</sup> Line  
Mngrs

Senior  
Mngrs



	1	2	3	4
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\* 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 intelligence advancements e.g. APP updates, POLKA IPP Community, Intelligence Community, SEBP, Analyst Community and National Analyst Working Group.
- 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.
- Evaluate the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to intelligence.
- Develop knowledge of other roles within the knowledge hub.
- 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.

### 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 Agreement	Yes
Fixed Hours	No
Weekend working expected	No – but may be dependent on operational or organisational commitments
Shift allowance	No
Knowledge Hub Units	II – Monday to Friday – Flexitime Role 3PI – Monday to Friday – Flexitime Role CIIS Days – Monday to Friday – Flexitime Role
Fixed term or temporary role	No
Politically Restricted	No



On call/standby rota	Yes – additional allowance paid				
Flexitime Role	Yes - but may be dependent on operational need or organisational commitments				
Other Conditions	Agree and sign a post-entry training agreement regarding the repayment of training funding				
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