



Staffordshire Police - Role Profile

Knowledge Hub Senior Analyst

Grade/Rank:	G
Directorate:	Operational Support
Reports to:	Head of Service Delivery
Direct Reports:	Yes

Role Purpose

The purpose of this role is to lead a team of Analysts, Research and Data Officers and Intelligence officers/DCs/DSs within the Knowledge Hub in delivering a service to help reduce threat, risk and harm. You will manage areas of business within the hub ensuring the delivery of leading edge information, intelligence, performance, knowledge and insight. You will possess excellent business and technical skills and the ability to negotiate effectively in order to meet the needs of KH Users.

Key Tasks and Responsibilities:

- Manage a team that could be made up of analysts, research and data officers, Intelligence officers, Detective constables and sergeants, conducting regular personal and professional development reviews in line with organisational requirements, and offering advice and support for the development of team members.
- Ensure analytical support is in place to influence decision making at a strategic, tactical and operational level in order to mitigate threat, risk and harm as required.
- Ensure that products are accurate and meet national standards, enabling the drive for continuous improvement.
- Ensure that performance, intelligence and analytical products are developed and delivered in a responsive and consistent format through consultation and feedback with key stakeholders, KH Users and partners.
- Through leadership, encourage innovation and creativity in staff and empower them to make decisions.
- Influence organisational decision making around utilising the required analytical or intelligence function to ensure effective analysis is undertaken and understood.
- Maintain and build excellent working relationships with business leads across the force ensuring a thorough understanding of needs and requirements. You will be able to be a Key Account Manager for elements of policing/partners.
- Ensure excellent communication between key customers and internal teams to ensure requests are triaged accordingly.
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- Ensure and enable effective collaboration with colleagues in partner agencies to share data and analysis and facilitate cross-sector working practices.



- Maintain awareness and working knowledge of innovation within intelligence and performance management disciplines, best practice and information relevant to the role.
- 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)

Analyst
Research & Data Officer
DS
DC
Intelligence Officer

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	3
		Managing Sensitivities/Political Savvy	3
We take ownership		Customer Service	3
		Maintaining Accuracy/Sustainable Working	3

Inclusive, enabling and visionary leadership

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

Intelligent, creative and informed policing

We analyse critically		Problem Solving	4
		Situational Judgement	3
We are innovative and open-minded		Continuous Improvement	3
		Futurology	3

Education, Qualifications and Experience

Essential:

Desirable:



<ul style="list-style-type: none"> • Educated to level 6 e.g. a degree with or without honours and/or proven experience/work based competency in a similar role • Experience of communicating effectively and undertaking analysis of a qualitative and quantitative nature • Experience of analytical techniques • Experience of utilising different computer software packages and bespoke analysis tools (e.g. MS Office, keyword analysis and web analytics) • An understanding of Investigatory Powers Act 2016, Regulation of Investigatory Powers Act (RIPA), Data Protection Act (DPA), General Data Protection Regulation (GDPR) and Management of Police Information (MOPI) 	<ul style="list-style-type: none"> • Experience of supervising/managing a team of staff • Experience of partnership working • Familiarity querying and interrogating databases • Experience of reporting tools (e.g. business objects) <p>AND/OR:</p> <ul style="list-style-type: none"> • College of Policing Intelligence Professionalisation Programme (IPP) Qualification, and continued IPP compliance • NIAT (National Intelligence and Analysis Training) trained • Knowledge and experience of using NIM (National Intelligence Model)
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Skills Matrix (See Skills Matrix)

Essential:

- Considerable experience and highly advanced skills in research, collation and analysis.
- Ability to interpret patterns and trends, issues or risks, demonstrating outstanding analytical and problem solving skills (*to be tested*).
- Experience of working to multiple deadlines and delivering results through effective planning and organising, demonstrating the ability to prioritise own time and workload, working methodically and accurately, even under pressure and with minimal supervision.
- Ability to maintain the highest levels of integrity discretion and confidentiality
- Ability to quality assure analytical products and negotiate with and influence senior managers based on data and analytical outcomes.
- Able to set out logical outcomes clearly, adapting language, form and message to meet the needs of different people and audiences.
- Experience of leading teams, working to multiple deadlines and delivering results through effective planning and organising of your staff and work demonstrated by the ability to prioritise own time and workload, working methodically and accurately with minimal supervision
- Ability to actively encourage and support the development of people motivating your team to achieve goals, providing guidance and feedback whilst also recognising and rewarding performance.
- Experience of building effective working arrangements with a range of key stakeholders, including partnership agencies and evidenced ability to succeed in negotiating and influencing others to achieve common goals.



<ul style="list-style-type: none"> • Experience of looking at issues with a strategic perspective thinking beyond own role or specialism with the ability to consider the longer term and broader view in order to achieve organisational objectives. • Ability to maintain continuous professional development to develop your own knowledge and awareness of the disciplines of intelligence or performance management. 				
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 and develop new data sources and methods for/of analysis and apply these to working practices.
- Identify and develop new methods of reporting analysis and effectively disseminating intelligence, analytical or performance products.
- 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, Analyst Community and National Analyst Working Group.
- Stay up-to-date with new approaches to evidence-based policing and apply these to working practices.
- Stay up-to-date with changing legislation (including current guidelines 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 within Knowledge Hub units
- 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.
- Investigate new leadership strategies and apply these to working practices.
- Maintain operational effectiveness e.g. seek feedback from within the law enforcement command regarding the effectiveness of the analysis product.
- Where appropriate, keep up to date with guidance on conducting the Performance Development Review (PDR) process.
- Where appropriate, ensure knowledge of any line-manager responsibilities in relation to Assessment and Recognition of Competence (ARC) procedures including IPP.
- Where appropriate, maintain knowledge and skills relating to work-based assessments.
- Deliver training sessions in order to support the learning and development of others.



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	Yes – for some units
Weekend working expected	Yes – for some units
Shift allowance	Yes – for some units
Knowledge Hub Units	II – Monday to Friday – Flexitime Role 3PI – Monday to Friday – Flexitime Role CIIS Days – Monday to Friday – Flexitime Role CIIS Shifts – 7 days, 7am to 10pm Shift Allowance
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	No
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
4	4	5	4	4	Flexitime Role (4); Shift Role (1)