

Role Title: PO1-2 Senior Research and Business Intelligence Analyst

Department	Planning & Performance
Job Family	Business Support: Corporate Support
Job Family Level	Level 2: Team Leader
Professional Profile	

Role Purpose

To enhance, improve and supervise the provision of corporate research, intelligence and analytical services to support intelligence and risk led decision-making and improve service delivery and organisational performance.

Supervise, develop and guide research and intelligence staff and processes; identify and promulgate good practice; develop and provide specialist expertise in analysis.

Role Accountabilities

- Provide effective management to a team of analysts, managing individual performance through regular appraisals and ensuring professional development and training relevant to the role is identified and provided.
- Ensure that relevant risk analysis and intelligence profiles are prepared as required to contribute to strategic planning processes.
- Agree appropriate service levels for the provision of regular reports and performance management products with relevant senior managers and partner organisations and consult with them regularly to ensure an up to date understanding of their performance and business intelligence needs.
- Support senior managers in developing and monitoring performance frameworks to enable opportunities for service improvement.
- Provide managers with relevant training and support to enable them to understand the reports and products provided.
- Ensure the timely and accurate completion of relevant statutory returns and publications.
- Prioritise and allocate appropriate personnel to respond to information, research, and analytical requests on a day to day basis.
- Maintain a professional and up to date knowledge of research / analytical and review techniques (both quantitative and qualitative), including the development of key contact networks with equivalent roles external to the organisation.
- Advise and guide senior managers and staff on the reporting and analytical implications of organisational change including that from IT system developments, process changes and new regulatory requirements.
- Must be able to travel round the county.

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

Experience, Qualifications & Skills

Prior Education and Experience

- Educated to Level 6 in a subject with substantial research and analytical content

Substantial experience in:

- Undertaking multiple research / analysis and review initiatives that use both quantitative and qualitative techniques.

Significant experience in:

- Managing a team.
- Working across various levels within an organisation and with external agencies or partners.
- Applying findings and recommendations to develop organisational strategy, policy and business cases for change

Skills

Essential

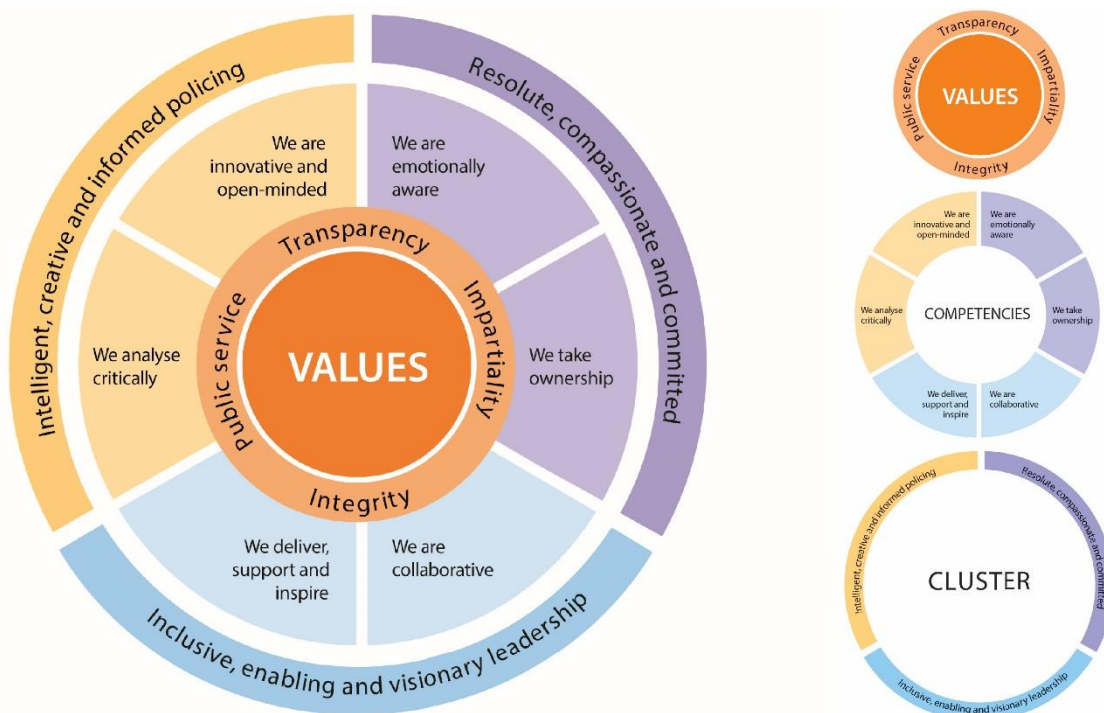
- Research methods, including statistical analysis, surveying, holding focus groups and interviews.
- Data protection legislation and developing data sharing protocols with other organisations.
- Data visualisation and presentation.
- Using a variety of information sources to draw conclusions and make recommendations.
- Defining and developing customer requirements

Continuous Professional Development & Mandatory Training Requirements

Mandatory Training		
Department Capability Training Requirement. A proportion of Officers will complete and maintain the below skills to ensure functionality of the department or unit.		

Behaviours – Competency and Values Framework for Policing (CVF)

All roles are expected to know, understand and act within the ethic & values of the Police Service.



This role is expected to operate at the below level for each competency.

See the attached for full details of the behaviour expected.

CVF Information



Cluster	Competency	Level
Resolute, Compassionate & Committed	We are emotionally aware	2
	We take ownership	2
Inclusive, enabling & visionary leadership	We are collaborative	2
	We deliver, support and inspire	2
Intelligent, creative and informed policing	We analyse critically	2
	We are innovative and open-minded	2

Additional Role Requirements

Vetting Level	Enhanced
Warranted/Designated Power	N/A
Allowances	N/A
Tenure Period	N/A
Politically Restricted Role (Police Staff Only)	N/A
IT Equipment / Software Required	Laptop
Apprenticeship Standard	N/A
Repeated exposure to content of a vulnerable or sensitive nature requiring an annual welfare check	N/A