**P&G Performance Analyst Role Profile (CVF)**

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| **District/Department** | Performance and Governance | **Rank/Grade** | Band D |

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| **Role purpose:** | To analyse, interpret and report on a wide range of data and information in support of organisational performance improvement. |

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| **Key Accountabilities***:* | |
| Using a range of statistical and analytical techniques, together with qualitative methods, to develop insight into a range of organisational performance issues  Extracting data and information from a range of IT systems, including the identification and improvement of data quality issues  Writing reports, developing dashboards and delivering presentations to ensure insights are understood and drive effective decision-making  Delivering analytical products and projects to agreed specifications and timescales  Assisting with performance framework delivery, including advising on appropriate outcome-based measures and evaluating progress  Developing and sustaining effective working relationships with a range of internal and external customers, data providers and subject matter experts  Proactively developing analytical skills, researching new sources of data and information, and increasing the efficiency of existing processes  Completion of statutory data returns, information requests and contributing to the audit and inspection process  Ensuring observance and compliance with the principles of the Data Protection Act. | |
| **Competencies/behaviours** | |
| *Please access the College of Policing website and refer to the* ***Competency and Values*** *for a definition of the values and essential behaviours for each required competency level.* | |
| **Competency** | **CVF Level**  **Level 1 – Practitioner**  **Level 2 – Supervisor/Middle Manager**  **Level 3 – Senior Manager/Executive** |
| We are emotionally aware | 1 |
| We take ownership | 1 |
| We are collaborative | 1 |
| We deliver, support and inspire | 1 |
| We analyse critically | 2 |
| We are innovative and open-minded | 1 |
| **Core values for ALL employees:** | |
| Integrity  Impartiality | Public Service  Transparency |

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| **Experience, Education and Skills:** *Ideally between 4 and 6 of each* |
| **Essential:** |
| Degree with a statistical content or relevant analytical experience |
| Experience of applying a range of statistical and analytical techniques to draw inferences, conclusions and/or recommendations from data and information |
| Experience of writing concise reports and presenting clear visual display of complex data and information to effectively communicate findings |
| A high-level aptitude with IT, such as statistical and reporting software (e.g. Excel, SPSS, PowerPoint) |
| A flexible and committed approach to delivering a high quality of work |
| **Desirable:** |
| Previous experience of working within a performance management environment |
| Experience of using data query tools (e.g. Oracle BI, Microsoft Power BI) |