



South Yorkshire

POLICE

P&G Report Design Unit Officer

District/Department

Performance & Governance

Rank/Grade

Band C

Role purpose:

The unit is responsible for all statutory and corporate performance management issues, including development of the force's performance management framework.

Responsible for the development of performance reports and products, including development of reporting within the Oracle BI and Power BI platforms.

Summary of Main Duties:

Support operational and organisational decision-making through the production and development of performance information and management information products.

Develop, implement, maintain, monitor and review systems for information management and performance analysis.

Document and support performance information products and services.

Facilitate the day-to-day running of the systems that support the Force's performance measurement and management processes, and act as a 'local expert' for systems within the remit of the Performance Management Unit, dealing with queries and providing advice.

Proactively interrogate a wide range of data sources to run Force reports and statutory data returns.

Liaise with Information Services (IS) staff to develop and implement changes to statutory data collection.

Assist Performance Assistants with the development of the Force intranet report page

Liaise with IS and advise senior management on the most appropriate development of the Force Management Information System (Oracle BI and Power BI).

Arrange, attend and contribute to meetings, prepare relevant materials, arrange training/coaching.

Undertake continuous professional development ensuring current knowledge of the latest techniques, products and issues.

May be required to travel within and outside of Force boundary.

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

<https://profdev.college.police.uk/competency-values/>

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

1

We are innovative and open-minded

1

Core values for ALL employees:

Integrity

Public Service

Impartiality

Transparency

Experience, Education and Skills:

Essential Criteria (used for short-listing):

Experience of the analysis and presentation of statistical data or complex information.

Experience of developing, using and supporting information systems used by third parties.

Computer expertise in the extraction of data from various systems and the creation and development of related products in Microsoft Excel, Oracle BI and/or Microsoft Power BI.

Educated to NVQ level 3 in IT or equivalent experience.

Desirable:

Experience of training or coaching staff in the use of various IT systems.

Experience of using performance management software.

Previous experience within a statistical and performance management environment.