

Analyst (Programme Management Office)

District/Department	Business Change & innovation	Rank/Grade	Band D
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Role purpose:	Undertake research and analysis of data, reporting key trends and anomalies and produce reports when required.
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Summary of Main Duties:

Proactively interrogate a wide range of data sources to meet project requirements and make recommendations to improve processes.

Identify and develop performance data as required and interpret and present to appropriate audiences.

Collect data analyse and interpret data information.

Understanding of all South Yorkshire Police systems and data sources so as data retrieval is quickly obtained.

Interpret statistical and management information commensurate with the make up and level of comprehension of the target audience.

Supply, with appropriate interpretation, results of analysis generated in response to the demand requests.

Act in a consultative capacity in the design of service improvements identified and make recommendations on findings.

Produce and deliver papers, presentations and briefings to key stake holders.

Regularly review information gathering, recognising opportunities for the continuous development of management information.

Deal with queries from external customers such as Home Office, External forces, ACPO, members of staff and internal customers or redirect as appropriate.

Maybe required to work outside normal working hours and travel around and outside of the force. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

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/professional-profile>

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

Public Service

Impartiality

Transparency

Experience, Education and Skills: Ideally between 4 and 6 of each

Essential Criteria (used for short-listing)

Advanced experience of Microsoft Excel, Microsoft Access and Microsoft Powerpoint

A high level aptitude of IT or performance management software

Occupational experience of data analysis and interpretation

Experience within a Statistical and performance management environment

Experience of presenting data and findings to a varied audience with an openness to being challenged by senior officers

Educated to Degree Level with a statistical element or relevant experience

Desirable:

Knowledge of Police recording systems such as Connect, Smart Contact and ORACLE BI

Experience in a project environment.

Experience of working with Project or Visio is advantageous