

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

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.

<u>Competency</u>	<u>CVF Level</u> 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

**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)