P&G Performance Review Officer

District/Department	Performance & Governance	Rank/Grade	Band E

Role purpose:	Assist the Performance Manager with all aspects of performance measurement and reporting.

Summary of Main Duties:

Ensure completion of statutory returns and maintain audit trails to the required standards for the audit commission process.

Use descriptive and inferential statistics in the analysis of performance and management information. This will include analysis of patterns, trends and thematic issues through the application of parametric and non-parametric statistics.

Undertake contextual analysis of data providing performance reporting delivery and analytical support to:
Districts & Departments
Operational policing
Audit and inspection
Support partnership work
Strategic meetings

Proactively liaise with Districts and Departments to support their performance requirements.

Support the Internal Inspection of processes (within HMIC & Strategic Delivery Team)

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

Assist Districts and Departments on the delivery of key performance measures and assist the Report Unit in the production of performance reports by advising on appropriate outcome-based measures.

Participate in the performance management framework, which will include conducting data analysis to establish appropriate information and maintaining an audit trail.

Liaise with data providers and users at various levels both throughout the organisation and externally.

Utilise performance and survey results to inform the planning and inspection process.

Be responsible for the day-to-day supervision of the report design officers. Their delivery is in the provision of management information through dashboards within Power BI, Oracle BI reporting and Microsoft Excel products.

Represent and deputise for the Performance Manager when required.

| 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
https://profdev.college.police.uk/competency-values/	**Level 1 – Practitioner** **Level 2 – Supervisor/Middle Manager** **Level 3 – Senior Manager/Executive**
We are emotionally aware	2
We take ownership	2
We are collaborative	2
We deliver, support and inspire	2
We analyse critically	2
We are innovative and open-minded	2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*
Essential criteria (used for short listing):
Experience within a statistical and performance management environment.
Thorough knowledge of inferential and descriptive statistics and extensive experience of applying. Proven ability to draw inferences, conclusions and / or recommendations from the analysis of data/information
Experience of identifying patterns and trends
Experience of writing complex reports with analytical content
Degree with a statistical content or relevant analytical experience at a strategic level
Possess a high-level aptitude of IT such as Microsoft Packages (e.g. Word, Excel)
Desirable:
Previous experience of managing projects.
Experience of using query tools and business intelligence products.
Knowledge of police information systems.
Experience of working in public organisations.
Experience of supervising others with management/leadership qualifications.

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