


SUMMARY OF MAIN DUTIES	Performance Review Officer Band E	
RESPONSIBLE TO: Performance Review Manager		
RESPONSIBLE FOR N/a		
SPECIFIC CONDITIONS OF SERVICE		
The post holder must have the ability to and will be required to travel within and outside the Force area.		
SUMMARY OF MAIN DUTIES		
<ul style="list-style-type: none"> • Ensure completion of statutory returns and maintain audit trails to the required standards for the audit commission process. • Use of 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 analytical support to: <ul style="list-style-type: none"> • 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. • Participate in meetings. • To be responsible for the day-to-day supervision and work within PMU • To be a team player and assist and Performance Review Manager with all aspects of performance measurement and reporting. To represent and deputise for the Performance Review Manager when required. 		