South Yorkshire POLICE

P&G Performance Analyst Role Profile (CVF)

District/Department	Performance and Governance	Rank/Grade	Band D

Role purpose:	To analyse a wide range of data and information and deliver suitable reporting at a tactical and strategic level to support management activity and strategic direction.

Key Accountabilities:

Deliver statistical performance products to support strategic change within SYP including monthly, quarterly, financial year, rolling year and ad hoc management Information as required.

Proactively interrogate a wide range of data sources to meet statutory statistical requirements and make recommendations to continuously improve data collection, data quality and statistical analysis

Develop and sustain effective working relationships with a wide range of internal and external customers and present to audiences at the appropriate level, preparing and distributing both tactical and strategic reports to clients.

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

Collect data and compile statutory and associated Home Office statistical returns

Provide analytical information to support funding bids and the evaluation of those projects

To negotiate, discuss and agree terms of reference and strategies for performance products with clients.

To assist in the development of effective procedures for delivering analytical products.

To utilise inference development, undertake analysis and develop recommendations as and when required.

Present reports and findings to senior staff and officers, to ensure they are kept updated on areas of risk.

Commit to develop personal knowledge and skills in the field of performance analysis by exploiting available system and knowledge products

Ensure observance and compliance with the principles of the Data Protection Act.

Identify performance gaps, formulate and suggest requirements, assist with the formulation of performance collection plans

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** **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:
Experience of IT Systems, particularly Microsoft Word, Advanced Excel and PowerPoint.
Ability to prepare and present reports from complex data
Previous experience in a statistical and performance management environment, including the analysis, interpretation and reporting of qualitative and quantitative data
Experience of maintaining confidentiality and managing issues of a sensitive and confidential nature.
Flexible approach to working arrangements.
Desirable:
Statistical Degree or degree with statistical element
Previous experience of using statistical analysis software
Previous experience of working within a performance management environment
Previous use of force systems