


SUMMARY OF MAIN DUTIES	Performance and Assurance Officer Band D	
RESPONSIBLE TO: Evaluation and Scrutiny Officer		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE: Ability to travel both within and outside force area		
SUMMARY OF MAIN DUTIES		
<ul style="list-style-type: none"> • Support the Office of the Police & Crime Commissioner (OPCC) and Management Team in the delivery of strategic performance products and meetings. • Develop and sustain effective working relationships with a wide range of internal and external stakeholders/clients. • Obtain and regularly monitor data and information from a wide variety of sources. Including, exploiting all appropriate systems, relevant databases, and analytical software tools, to formulate wide-ranging inferences and conclusions and ensure the Police and Crime Commissioner (PCC) and Senior Leadership Team are adequately briefed on arising issues. • Using data and data analysis, prepare and deliver reports and presentations to senior officers, staff and partners, making appropriately evidenced recommendations. • Communicate complex analytical information effectively to a range of stakeholders at a strategic level. • Feedback, as appropriate, information arising from reviews and delivery projects that may impact on other areas (e.g., risk, business continuity, performance, policy and planning, business change). • Facilitate workshops and meetings. • Ensure liaison with organisations and commissioned service providers as appropriate. • Undertake project research as required, including benchmarking with other police forces/ areas. • Keep abreast of strategic developments affecting the Police and Partners which may impact on review or project work being undertaken. • Negotiate, discuss, and agree terms of reference and strategies for analysis products with clients and stakeholders. • Provide a quality assurance role, including peer review, in relation to analytical products and evidence 		