

## **DURHAM CONSTABULARY**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Information Analyst
<b>DEPARTMENT:</b>	Corporate Services Command – Performance Team
<b>SCALE:</b>	Scale 6
<b>RESPONSIBLE TO:</b>	Performance Manager
<b>JOB PURPOSE:</b>	The analysis and interpretation of statistical and management information within Force Strategy, priorities and Home Office guidelines, for the purposes of evaluation and Force performance monitoring.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To be responsible for the continuous improvements, preparation, monitoring, and developing of Performance Information systems / Reports / Documents produced by the Branch, ensuring accuracy, quality of presentation and content are maintained at the highest standards given the resources available.
2. To utilize sound statistical techniques in formulating systems, reports, analysis findings and recommendations.
3. To draw insights from the information to inform monitoring against the force vision.
4. To maintain effective links with other sections of the Force and external agencies in order to collect, produce, analyse and interpret statistical and management information.
5. To undertake/assist in research projects as directed by the Performance Analysis Manager.
6. To co-ordinate and complete statutory returns, ensuring accurate collection and collation of the information from relevant systems.

7. To use computers, with an enhanced level of knowledge and associated software to assist in providing information packages and research reports, and to provide advice on the use of such software
8. To supervise the work of the Analytical Researcher and/or Information Officer including the induction of new staff, ensuring their quality, productivity and achievement of data collection and processing procedures. To aid and support their development through the PDR process by identifying their personal training needs.
9. To represent the department at appropriate meetings and give presentations to Force groups, (e.g. Operational Policing Performance/Force Policing Performance Meetings etc.), when the occasion arises.
10. To provide support and resilience to the other Analysts within G&I command

**The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.**

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**PERSON SPECIFICATION**

**JOB TITLE:** Information Analyst

**DEPARTMENT:** Corporate Services Command, Performance Team

<b>EMPLOYEE</b>	<b>ESSENTIAL</b>	<b>ASSESSMENT CRITERIA</b>
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none"><li>• City &amp; Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent To possess a degree or equivalent in a relevant subject</li></ul>	<ul style="list-style-type: none"><li>• Sift/ Interview</li></ul>
Work Experience	<ul style="list-style-type: none"><li>• At least 2 years professional research or analytical experience, e.g. the collection, interpretation and evaluation of data, to extract salient points</li></ul> <p>Educational attainment at degree or equivalent level, with a demonstrated high component of analysis or research, would be considered in lieu of work experience.</p>	<ul style="list-style-type: none"><li>• Sift/Interview</li></ul>
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"><li>• Advanced numerical skills, e.g. the use of complex statistical and/or algebraic formulae, forecasting, use of</li></ul>	<ul style="list-style-type: none"><li>• Sift/Interview</li></ul>

**NOT PROTECTIVELY MARKED**

	<p>alternative number systems</p> <ul style="list-style-type: none"> <li>• Advanced literacy skills, e.g. composition of original reports, policies at a strategic level.</li> <li>• Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview</li> <li>• Sift/Interview</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Able to work under pressure to meet specific deadlines</li> <li>• Able to work on own initiative as well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview</li> <li>• Sift/Interview</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• To be of the highest integrity</li> <li>• To have a respect for diversity and be committed to the principles of Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview</li> <li>• Sift/Interview</li> </ul>