

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE	Northamptonshire Observatory Analyst
SCALE	SO1-SO2
SUPERVISION AND CONTROL:	Business Insight Manager (Observatory)
PLACE OF WORK	Darby House
HOURS OF WORK	37

PURPOSE OF THE JOB:

Use a wide range of research, analytical, modelling, statistical, evaluation and improvement methodologies to create information products that enable the County's Community Safety and Safeguarding Agencies to make the best possible decisions; improving their performance and operations.

Engage with business leads including chief officers, chief executives, directors and other senior leaders from a wide range of agencies to support organisational change and provide analytical, evaluation and research expertise to them.

Develop performance documents, visual analytics, and similar information products.

MAIN RESPONSIBILITIES:

1. Identify threats and risks to the successful performance and the efficient and effective operation of agencies using the Observatory. Use a range of techniques, including visual analytics, to provide insight and understanding of the threats and risks and, by natural progression, the opportunities that will enable improvements to be made.
2. Work with chief officers, chief executives, directors and other senior leaders to develop performance indicators, business/performance monitoring frameworks and visual analytics.
3. Review business/ operational processes and challenges and provide insight on how they can be improved.
4. Monitor and evaluate process changes, operational activity and commissioned services and provide information on the outcomes they are providing. To include developing monitoring frameworks.
5. Define, quantify and analyse the demand placed upon/generated within the agencies using the Observatory. Use this analysis to provide opportunities to improve both the management of this demand and the use of assets at both an operational and strategic level.

6. Build and maintain relationships with chief officers, chief executives, directions and other senior leaders to ensure the Observatory has an excellent understanding of those it serves.
7. Provide instruction and support on business and performance improvement methods. Be a champion of continuous improvement, data literacy and evidence-based practice.
8. Identify, assess and analyse data from a range of internal and external sources to produce strategic reports.
9. Present to a wide range of stakeholders on a range of topics and corporate services products.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

ESSENTIAL CRITERIA:

- 1.** Educated to degree level or comparable experience to the level of this role, with an ability to demonstrate aptitude and competence in understanding research methods, analysis and business intelligence.
- 2.** Excellent numeracy and analytical skills including an understanding of basic and advanced statistical concepts and how to apply them to enable senior leaders and their organisations to make the best possible decisions.
- 3.** Skilled in analysis and forecasting with a proven ability to apply critical thinking, systems thinking, design thinking and service thinking to situations to analyse and interpret complex information to produce workable solutions.
- 4.** Ability to use data analytics to interpret and present data to stakeholders to enable them to make the best possible decisions.
- 5.** Positive about change, adapting to different ways of working and encourages flexibility in others.
- 6.** Self-motivated approach to deliver against demanding service and performance requirements, meet deadlines, prioritise and organise a busy schedule of work whilst maintaining data integrity.
- 7.** Engages and communicates effectively and fluently across organisations. Confidence in presenting analysis to a non-technical audience.
- 8.** Strong and innovative problem solving and decision-making skills with proven ability to recognise and manage dependencies and risks.
- 9.** Excellent written communication skills including writing of formal reports to a high standard.
- 10.** Technically proficient and familiar with the use of Microsoft Office, including Excel, Word and PowerPoint.
- 11.** Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, in accordance with the protected characteristics under the Equality Act 2010.
- 12.** Prepared and able to travel to other locations.

DESIRABLE CRITERIA:

1. Knowledge of process mapping methodology.
2. Experience of using business query software.
3. Experience in mapping software.