



JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Business Analyst	Current Grade:	B001
Department:	Strategy and Performance	Area:	FHQ
Reports To:	Data Science Delivery Manager	No of Posts:	1
Level of vetting:	RV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The Business Analyst role will aim to investigate and evaluation areas of improvement across the force and gain customer requirements for new data products and services. The Business Analyst will work across the force gaining insight on departmental and force wide priorities.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Non Direct

Staff Responsibilities – Direct or Non-Direct

Non-Direct

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Undertakes analytical activities and delivers analysis outputs, in accordance with customer needs
- produce complex analytical products, papers and reports for the Data Science Delivery Manager. Interpret and develop inferences, information gaps and recommendations based upon analysis.
- Maintains knowledge of developments in data science, providing detailed advice regarding their application.
- To take a lead role in producing the highest level analytical work, as appropriate, which identifies areas of improvement and utilisation of data science and automation activity.
- Defines scope and business priorities for small-scale changes and may assist in larger scale scoping exercises.
- Elicits and discovers requirements from operational management and other stakeholders.
- Selects appropriate techniques for the elicitation of detailed requirements taking into account the nature of the required changes, established practice and the characteristics and culture of those providing the requirements.
- Communicate analytical work to staff, managers and Senior Managers through effective reports and presentations and provide Advice on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.
- Specifies and documents business requirements as directed, ensuring traceability back to source.
- Analyses them for adherence to business objectives and for consistency, challenging positively appropriate.
- Works with stakeholders to prioritise requirements.
- Conducts reviews of supplied specifications, with others as appropriate.
- Identifies and reports issues and risks associated with own work.

E. DECISION MAKING:

Make decisions

- Works under general direction. Uses discretion in identifying and resolving complex problems and assignments. Usually receives specific instructions and has work reviewed at frequent milestones.
- Determines when issues should be escalated to a higher level.

Significant say in decisions

- influences department/project team members. Has working level contact with customers and suppliers. Makes decisions which may impact on the work assigned to individuals or phases of projects.

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F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Liaison with Police officers and staff at all levels of the organisation

External

Train Operating Companies and rail industry staff

Rail Delivery Group (RDG)

RSSB

Home Office

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

A undergraduate degree in a relevant discipline, preferably with strong statistics or analytical element

Experience:

- Experience of producing statistical reports, both alone and as part of a wider team
- Proven experience of responding to detailed information requests
- Proven analytical experience gained through work experience or educational background.
- Trained and experienced in using Microsoft Office applications and databases and the use of big data.
- Experience of producing reports and briefings using different types of data from a variety of sources.
- Use of different IT systems to gather and analyse data and present the results.
- Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to a varied audience.

Skills:

- Excellent quantitative analytical skills
- Ability to work with a variety of complex data sets
- The ability to work as part of a team and on own initiative
- The ability to liaise with internal and external contacts to establish and develop a two-way exchange of information and data
- Excellent verbal and written communication skills, with the ability to communicate effectively with a variety of audiences
- The ability to synthesise and summarise complex information (including statistics) into a user-friendly format
- Good report writing skills, including editing and proof-reading.
- Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint and Power BI
- Self-motivated with the ability to work under pressure while producing high quality work.
- Good interpersonal skills and the ability to work effectively as part of a team.
- Prioritisation skills to manage time and workload – the post holder must be able to evidence managing a demanding workload

Knowledge:

- Knowledge of both analytical and social science research methodology and statistics
- Excellent knowledge of UK policing environment

Desired Criteria:

Qualifications and Training:

Further statistical training

Experience:

Experience of carrying out analysis in a police, criminal justice or government setting

Skills:

Interest in programming software (such R and Python) and/or statistical packages such as SPSS.

Knowledge:

Knowledge of the Evidence Based Policing agenda

Knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The role requires the collation of lots of different information which will be published to the public domain therefore this role requires a high level of attention to detail and understanding of the policing and the context in which it operates.

I. AUTHORISATION DETAILS

Prepared By:	Ashley Auger	Date:	07/01/2019
Area Commander /FHQ	Vanita Patel	Date:	10/01/2019
HoD:		Date:	14/01/2019
Evaluation Panel:		Date:	14/01/2019