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DRAFT

HR8:1.3

Version 0.1

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:	Statistics Officer	Current Grade:	A006
Department:	Strategy and Performance	Area:	FHQ
Reports To:	Insight Team Manager	No of Posts:	3
Level of vetting:	RV	Post Number:	

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

Provide accurate and timely responses to Freedom of Information requests and data returns to a variety of external organisations (including Home Office data returns and parliamentary questions) and support the preparation of force wide and departmental performance reports and accounts by providing accurate and timely data that is pertinent to the reports.

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

Completion of FO and Parliamentary questions requests

REWARD

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

- Manage requests for statistical data from various sources across the organisation.
- Undertake analysis of large organisational data sets from a variety of sources
- Identify information gaps and make recommendations based on analysed data to SCT, Senior Officers, managers, other staff, senior managers within external agencies and the BTPA.
- Manage and respond to Freedom of Information and Data return requests in a timely manner
- Use Power BI to analyse and present data from officers and staff to use to make decisions.
- Collate and analyse data drawn from multiple sources
- Develop and maintain a database of key indicators and information in order to track performance and highlight exceptions.
- Develop analysis and data returns in conjunction with force statistician.
- Play an active role in supporting the Insight Team Manager and Analytical Insight and Statistics Manager in continually developing analytical and data techniques.
- Provide support Insight Team Manager and Analytical Insight and Statistics Manager in the delivery of data and statistics for internal and external distribution
- Preparing and delivering high quality analytical products, leading BTP's commitment to evidence-based policing in accordance with BTP's strategic objectives and performance pillars.
- Provide support to strategic centre colleagues in the provision of timely data and analysis.
- Support other departments, units and individual staff with their analytical needs ensuring a proactive approach.
- Understand and interpret requests for information from the Senior Management Team and compile appropriate, accurate and timely evaluation of data from various systems.
- Carry out adhoc analysis and research queries in a timely manner – ensuring

E. DECISION MAKING:

Make decisions

- The post holder will be responsible for producing FOI requests

Significant say in decisions

- Make recommendations on how to improve data processing techniques.

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

Internal

Liaison with Police officers and staff

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.
- 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 analytical methodology and statistics
- Knowledge of UK policing environment
- Working knowledge of Microsoft Word, Excel and PowerPoint and Power BI

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 UK Policing

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
HoD: Vanita Patel

Date: 10/01/2019

Evaluation Panel:

Date: 14/01/2019