

## 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:	Data Administrator	Current Grade:	A003
Department:	Suicide Prevention and Mental Health	Area:	FHQ – A Division
Reports To:	Higher Analyst	No of Posts:	1
Level of vetting:	MV	Post Number:	TBC

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

To support the Analysis and Performance department by ensuring effective data management and supporting the provision and collation of high quality, accurate and relevant research to be used in conjunction with the teams reporting requirements.

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

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

None

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

Collect information from various internal and external sources for the purpose of research and analysis. The post holder will be expected to follow relevant policy and procedure relating to the information.

Maintenance of database, the post holder will be expected to input data in a consistent and accurate manner onto all systems.

Collate and extract information into a suitable format for Research and Analysis.

Make data available to appropriate stakeholders at the appropriate time. Ensure the integrity of all data held within the department.

Assist with the research of data collated and produce reports and documentation to the Senior Team.

Provide data and produce reports in a timely manner to meet internal and externally set deadlines.

Build up and maintain a broad network of internal and external contacts for the purpose of data sharing.

Support other members of staff with research and where necessary identify areas requiring further information.

## REWARD

**E. DECISION MAKING:**

**Make decisions**

None

**Significant say in decisions**

None

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

**Internal**

Staff working within the unit and across Divisions such as: Analysts, Researchers, Field Intelligence Officers, Force Intelligence Bureau and other internal departments including frontline officers.

Force Head Quarters (FHQ) staff/officers, FHQ department supervisors and managers, BTP Divisional managers and staff.

**External**

Members of the analytical and research profession outside of BTP, including UK Football Policing Unit (UKFPU), Train Operators (TOCs) and other police forces.

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

**Essential Criteria:**

**Qualifications and Training:**

Five GCSE's (or equivalent). A - C grade in Maths and English are essential.

A Levels (or equivalent)

Excel or similar database system qualification evidenced through work or academic experience.

**Experience:**

Research/ data administration evidenced either through work experience or educational background.

Trained and experienced in using Microsoft Office applications and different databases for the purpose of research and presenting results.

Experience in managing data sets within Microsoft Excel.

Experience in dealing with different types of data, for example data inputting, data mining, use of databases, organising and sorting data.

Previous experience in collating research using a range of data sources and effectively displaying the results both verbally and in writing.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two way exchange of information.

**Skills:**

Excellent organisational, administrative and data management skills with the ability to work accurately and methodically whilst under pressure to meet deadlines.

Ability to write clearly and concisely to present and request accurate information.

Strong interpersonal skills with the ability to build effective working relationships with colleagues and work well as part of a team-mutually supportive and collaborative working style.

Able to maintain a high level of accuracy and motivation when carrying out routine tasks

Proficient in the use of Microsoft Officer packages.

Excellent in Microsoft Excel.

An interest in and commitment to the work of BTP.

**Knowledge:**

Data protection Act 1998, Human Rights Act 1998, Police and Criminal Evidence Act 1984, Criminal Procedures and Investigations Act 1996, Powers of Criminal Court Act 2000, Criminal justice Act 1967.

**Desired Criteria:**

**Qualifications and Training:**

Educated to at least degree standard in an associated field or previous experience working in a similar role  
Good numeracy and literacy skills

**Experience:**

Previous experience in using BTP IT systems including FIS,PNC,VODS,QUEST, Crime and NSPIS  
Previous experience working within a policing environment and knowledge of law enforcement techniques and practices  
Previous work experience as researcher or other similar role, whether in public or private sector  
Previous work of collating large amounts of data

**Skills:**

Excellent IT skills  
Research skills

**Knowledge:**

Knowledge and understanding of the criminal justice procedure

- 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.*
- A flexible approach to both working hours and different environments and location is required. The post holder may be required to change hours at short notice and work occasional evenings and weekends. There may be a requirement to work at other locations within BTP.
- High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.
- The post holder will be required to attend various courses, residential//non-residential, which the force identifies as being necessary.
- The post holder will be expected to develop and enhance the role to adopt best practice for BTP.
- Post holders must ensure that a high quality service is delivered.

**I. AUTHORISATION DETAILS**

Prepared By:	Jennifer Crowther and Charlotte Crabtree	Date:	28 May 2014
Area Commander /FHQ			
HoD:		Date:	
Evaluation Panel:	Steve Holmes	Date:	11 <sup>th</sup> June 2014

**REWARD**