



Role Profile

Role Profile Part 1			
Role title	Data Analyst	Grade/Rank	SO1
Dept/Area	ITD	Vetting Level	MV
Responsible to	Lead Analyst	Staff line managed	None
Reviewed by (Line Manager)	Carol Sheppard, Lead Analyst	Date	28/10/2020
Purpose of Job	<p>To ensure data and business intelligence products are developed, managed and published so it can be used for decision making to meet the wide range of challenges the force faces.</p> <p>Critical in helping Hampshire Constabulary with their purpose of making 'You, Your Family, and Our Communities Safer'.</p>		
Key Accountabilities	<ol style="list-style-type: none"> 1. Liaise with data users to gather and document requirements for data reporting. 2. Develop and maintain reports, dashboards and other data products to meet user needs including ITD Analysts. 3. Conduct quality assurance of their own and team member's work, providing leadership in the team and support and assurance to the work of Data Coordinators. 4. Enable the completion and validation of statutory and non-statutory data requirements. 5. Provide expertise in Data Management, including through maintaining data flows, mappings and dictionaries. 6. Develop and maintain relationships with key colleagues in Public Access and Information Management teams to ensure data management meets required standards. 7. Enable the maintenance and development of Hampshire Constabulary's Home Office Data Hub (HODH) extract in accordance with Home Office and legislative requirements. 8. Give regular and effective service. 		



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	<p>Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p>
Additional Requirements	<p>The role holder is expected to give a 2 year commitment to the post or reimburse the costs of training, on a pro-rata basis.</p> <p>The successful candidate must be prepared to undergo the provisions of 'vetting' to Security Clearance (MV) level.</p> <p>The role holder is required to visit various locations within Hampshire and the Isle of Wight during working hours, and therefore needs to have the ability to travel as necessary and be reimbursed for travel costs in accordance with expense policy.</p> <p>May be asked to carry out fire warden duties to meet required standards if required.</p> <p>Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role</p>



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Role Profile Part 2	
Education/Qualifications	<p>Essential:</p> <p>Educated to QCF Level 6 OR work experience deemed to have brought the postholder to a comparable level.</p> <p>Desirable:</p> <p>QCF Level 3 in Information Management, Data Analytics or similar area</p>
Experience and Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to understand and present complex data for a range of internal and external audiences. • Ability to use own initiative and work under pressure, possessing good time management skills. • Demonstrate excellent interpersonal skills, with proven experience of forming and maintaining internal and external relationships. • Good literacy, numeracy and computer skills. • Previous experience of, or trained in the use of, data extraction or visualisation tools. • Experience using Management Information tools and working in a statistical/analytical environment preferably working with both structured and unstructured data. • Knowledge and experience of developing user/customer requirements into technical specifications with a working knowledge of relevant data architectures.



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	Desirable: <ul style="list-style-type: none">• Experience of Business Analysis techniques and artefacts.• Experience with PowerBI; SQL; Excel PowerPivot; R• Experience of line management.• Experience of ETL processes.• Experience of Data Management Principles, techniques and artefacts.		
	Approved by People Services	Jayne Beddall, Senior HR Adviser	Date 31/10/2017



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Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 2	
	We are collaborative	Level 1	
	We Support and Inspire	Level n/a	
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level n/a	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		