



# Role Profile

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



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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>
<b>Additional Requirements</b>	<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 &amp; Safety Risk Assessment for the role</p>



# Role Profile

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



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



# Role Profile

Role Profile Part 3		
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
<a href="#"><u>We are Emotionally Aware</u></a> <a href="#"><u>We Take Ownership</u></a> <a href="#"><u>We are collaborative</u></a> <a href="#"><u>We Support and Inspire</u></a> <a href="#"><u>We Analyse Critically</u></a> <a href="#"><u>We are Innovative and Open Minded</u></a>	<a href="#"><u>We are Emotionally Aware</u></a> <a href="#"><u>We Take Ownership</u></a> <a href="#"><u>We are collaborative</u></a> <a href="#"><u>We Support and Inspire</u></a> <a href="#"><u>We Analyse Critically</u></a> <a href="#"><u>We are Innovative and Open Minded</u></a>	Level 1  Level 2  Level 1  Level n/a  Level 2  Level n/a
	<p>The diagram illustrates the relationship between Competencies, Values, and behaviors. At the center is a dark blue circle labeled 'Values'. Surrounding it is a light purple ring labeled 'Public service'. The outermost ring is light blue and labeled 'Competencies' at the top. Various behaviors are mapped onto the segments: 'We analyse critically' (top left), 'We are innovative and open-minded' (top right), 'We are emotionally aware' (right), 'We take ownership' (bottom right), 'We collaborate' (bottom), 'We support and inspire' (bottom left), and 'Courage' (left).</p>	
	<a href="#"><u>Courage</u></a> <a href="#"><u>Respect and Empathy</u></a> <a href="#"><u>Public Service</u></a>	
	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
	Courses and Conferences should be attended to benefit professional learning and development.	