



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Deputy Chief Constable  
**AREA/DEPT:** Corporate Support and Development  
**FAU:**  
**SECTION:** Performance, Analytics & Evaluation  
**JOB TITLE:** **STRATEGIC ANALYST**  
**REPORTS TO:** Analytics and Evaluation Manager  
**CURRENT RANK/GRADE:** **GRADE E**  
**DATE:** December 2017

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide strategic analytical products to inform and direct senior decision makers throughout the Force. To interpret and analyse data, intelligence, internal and external strategic factors, research material, environmental scanning, demand, capability and capacity, and to identify areas of organisational threat, harm and risk with a sound evidence base in order to drive strategic development and performance improvement

To design and develop processes to enable the production of strategic analysis reports that comply with departmental and Force standards

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- (a) Provide an analytical service appropriate to corporate needs on behalf of the Force; analyse, interpret and monitor results drawing inferences and making recommendations as required.
- (b) Research, produce and deliver strategic analysis findings in reports and presentations to Chief Officers, Strand Leads, OPCC and various stakeholders through the corporate governance structure to inform decision-making and promote best practice.
- (c) Compile accurate performance data to inform corporate performance reports, producing timely and relevant analytical products for Chief Officers, strand leads and other stakeholders that takes account of

organisational & operational threat harm & risk, identifying areas for performance improvement.

- (d) Design and develop solutions/processes to meet new strategic analysis requirements on all aspects of force data in order to inform decision making at all levels in the force, working both independently and in supporting the Head of Performance, Analytics and Evaluation.
- (e) Investigate and carryout feasibility studies into new Analytical tools, techniques and software in order to improve analytics for information collection, integrity checking, analysis and presentation of management and performance information.
- (f) Identify, analyse and inform the Head of Performance, Analytics and Evaluation on current, new and emerging information/trends from a range of external sources including government strategies, reviews and reports, police journals and academic research papers to identify areas of organisational / operational threat, harm and risk to support the development of corporate strategies.
- (g) Proactively undertake continuous professional development to develop and professionalise the role of the strategic analyst within and outside the organisation.
- (h) Support, advise and evaluate corporate operations through strategic analysis to ensure that the operation has an evidence based practice approach, provide advice and support in the evaluation of the operation ensuring that the findings and learning outcomes inform Force business intelligence.
- (i) Through collaborative and supportive working relationships with other departments produce regular strategic analysis to inform senior managers and corporate decision-making, including strategic demand profiling and capability and capacity assessments.
- (j) Take the lead on pieces of work and successfully manage stakeholder expectations through early consultation, careful planning and consideration, and appropriate and effective communication.
- (k) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the potholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

**3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Experience and understanding of analytical concepts, processes and techniques and in applying innovation and creativity to the function. Extensive knowledge of computerised query building.

Detailed knowledge of a wide and diverse range of Force information systems to understand the processes and data that are available for analysis and measurement of performance.

Organisation and time management skills, particularly in relation to the management of workload together with the ability to demonstrate flexibility in terms of working practices and in meeting demanding and impromptu deadlines.

Significant experience in selecting and using appropriate statistical research tools and techniques, with the ability to add interpretation, draw conclusions and make recommendations.

Ability to scrutinise, question and dissect large amounts of information. Ability to identify areas that require investigation.

Proven ability in communication, both verbal and written with the ability to present/prepare reports.

Proven ability to communicate with all consumers and suppliers of information and the ability to present complex analytical findings in clear and simple terms to diverse audiences.

Ability to influence and be assertive in negotiating information and analysis requirements with customers.

A flexible approach to both working hours and practises to meet operational demands including the requirement to work at other areas within the force.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

**4. RELATIONSHIPS:**

(a) *Supervisory responsibilities:*

None

**(b) *Supervision Received:***

The post holder will report to the Analytics & Evaluation Manager but is expected to work on own initiative or as part of a team.

**(c) *Other Contacts:***

**(i) *Within Merseyside Police:***

Frequent contact with Police Officers and Police Staff of all ranks and grades including Chief Officers regarding delivery of strategic analysis findings.

**(ii) *Outside Merseyside Police:***

Regular contact with other Forces, national policing organisations, inspection organisations, auditors, partnership agencies, and other suppliers and consumers of information and analysis.

Contribute towards creating, developing and maintaining links with internal and external customers, partners and other police forces.

**5. CONTEXT:**

**(a) *Operating Environment:*** (Services provided, work patterns, who are the customers).

Ensuring that members of Merseyside Police and all external agencies are provided with accurate and timely strategic analysis.

The post holder works within the Force Flexible Working Hours policy. The pattern of work is broadly Monday to Friday. The post-holder needs to be flexible to meet any exceptional demands placed on the force or the department.

**(b) *Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

The post-holder will develop the research and analytical processes necessary to ensure that the Force complies with the following:-

Home Office Counting Rules.  
Data Quality Standards and Information Integrity.  
Police and Crime Plan

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

*Financial:* None

*Staff:* None

*Other:* All other consumers and suppliers of management information and analysis throughout the Force.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Support the Head of Performance, Analytics and Evaluation in improving the way that the Force presents, analyses and interprets management information while at the same time meeting exacting standards of integrity and quality in the provision of data and information to statutory bodies and the Force.

Ensuring that the post-holder remains fully conversant with all Force information systems and the way that new research and analysis software tools could be used to produce innovative solutions for new information requirements.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

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