



HEDDLU
GOGLEDD CYMRU
NORTH WALES
POLICE

Shared Service Facility Post Profile

Post:	OSS Analyst
Grade:	SO1
Competency and Values Framework Level/s:	Level 1
Responsible to:	Call Centre Manager
Based at:	Agile - JCC
Agile Work Pattern:	Allocated (or fixed) desk
Gauge Job No:	A154
SUP No(s):	SUP1515

OVERALL PURPOSE OF JOB:

To produce analytical products to inform decision making on Intelligence, Crime and incidents across the force. To support with analysis the Tasking and Co-ordination process at all levels in order to inform effective decision-making for the deployment of Force resources.

DUTIES AND RESPONSIBILITIES:

1. To produce and contribute to the production of Tactical and Strategic analysis products.
2. To employ a wide range of analytical techniques including problem solving analysis in support of the Tasking and Coordination process and strategic plans.
3. To identify and assess the nature and scope of intelligence, crime and incidents within North Wales.
4. To present the results of analysis in oral and written form to a wide range of audiences including the public, senior officers, senior Local Authority members and the Crown Prosecution Service.
5. To represent the analysis section at meetings with other departments, forces, agencies, statutory bodies and public consultations.
6. To contribute to the promotion of the role of analysts and the development of analytical products within the force.
7. Develop and maintain an understanding of current legislation relevant to the role of the Analyst.
8. Develop and maintain an understanding of all JCC IT systems to enable access to relevant information for analysis
9. Develop and maintain an understanding of Call Handling Standards and quality of service provided to a victim of crime
10. Promote and comply with North Wales Police policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
11. Any other duties as directed by the Supervisory Officer commensurate with the post and salary grading.

MINIMUM CRITERIA FOR THE ROLE:

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

1. Degree level of education demonstrating qualitative and quantitative research experience or proven level of relevant experience.
2. Proven analytical skills preferably obtained within an intelligence environment.
3. Good organisational skills, together with the ability to prioritise work and meet deadlines in a high- pressure environment.
4. Excellent report writing skills and oral communication/ presentation skills.
5. Proven ability to work as an effective member of a team.
6. Advanced IT skills especially MS Excel and the ability to use specialist software to aid intelligence analysis.

DESIRABLE SKILLS AND EXPERIENCE FOR THE ROLE:

7. Trained in the use of I2 Analysis software and crime mapping software.
8. Experience of intelligence analysis

HOURS OF DUTY: Monday to Friday

WELSH:

The level of Welsh skill required for this position:

Verbal

Written

Level 3 Converse partly in Welsh

NOTES:

1. This Job Description and Person Specification IS NOT a statement of all the detailed procedures and conditions applicable to the post holder. Therefore there will always be instructions in addition to those outlined that meet the work demands and natural evolution of the Department/Division at any particular time.
2. Any of the detailed duties and responsibilities may also vary in accordance with point 1 above without changing the character or level of responsibility the post entails.
3. The Chief Constable reserves the right to transfer the post holder to any other location within the North Wales Police area following consultation with the Staff Side in accordance with Force Policy applicable at the time.

Last Reviewed By Line Manager	Date:	SG	Date	25/07/2019
Last Reviewed By Diversity Unit	Date:	LB	Date	22/01/2018