

## Business Analyst - OPCC Job Family – Technical

<b>Grade:</b> E/F	<b>Department:</b> Office of the Police and Crime Commissioner
<b>Location:</b> OPCC / Headquarters	<b>Security Vetting:</b> MV, SC
<b>Role Specific Requirements/ Restrictions:</b>	None
<b>Role Specific Hazards:</b>	Display Screen Equipment
<b>System Access Requirements:</b>	Information Assets, MyTrent Manager Self Service, Tasking (DMS), Working Time Recording, Storm, External email, Intelligence, Custody, Crime, Briefing, CMS, PowerBI, National Performance Pack from the Home Office

### Role Purpose

To take responsibility for the analysis of data to support and inform all areas of the PCC's portfolio. To develop appropriate products for information management and reporting in support of the PCC's statutory responsibilities and to inform strategic management, policy, scrutiny, forward planning, continual improvement and innovation. To take direction from the PCC, Chief Executive and other members of the OPCC Executive Team.

### Role Specific Tasks

1. To be responsible for the identification, extraction, manipulation and analysis of complex information in order to present findings and recommendations to inform OPCC activity. .
2. To use analytical skills, systems and tools to interpret and present data to evidence and drive strategic management, policy, scrutiny, forward planning, continual improvement and innovation.
3. To work with partner agencies to identify and develop appropriate data utilisation arrangements in support of the PCC's statutory responsibilities.
4. To utilise the most appropriate research techniques and statistical processes to make quality recommendations for OPCC Executive Team, Criminal Justice Partners and Police and Crime Panel consideration.
5. To compile appropriate products to report on work undertaken and to present findings in written, statistical and graphical form including the use of dashboards.
6. To deliver presentations in oral and written form to a wide range of audiences.
7. To proactively build expertise and professional knowledge relating to specialist areas, including best practice and research nationally.
8. To liaise with other OPCCs, Forces, regional and national agencies in support of the work undertaken.
9. To deal frequently with confidential and sensitive information.
10. To undertake other duties as determined by the PCC and OPCC Executive Team which are commensurate with the grade.
11. To provide support and resilience within the OPCC when necessary.

### Role Generic Tasks

12. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
13. To deliver advice and guidance to the point of resolution.
14. To undertake activities and administrative tasks as required.
15. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
16. To communicate effectively with internal and external customers.
17. To ensure force systems are maintained and updated effectively in line with business processes.
18. To ensure all work undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
19. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

**To view descriptors of the level of responsibility required of this role please [click here](#).**

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

## Skills / Attainments [to be evidenced on application]

Only evidence against these **FIVE** attainments on your application form

1.	Must possess excellent verbal and written communication skills to prepare reports and deliver presentations tailored to a wide range of audiences. <b>(E)</b>
2.	Must possess excellent analytical skills to accurately assimilate and assess information in a timely manner. <b>(E)</b>
3.	Must have experience of interpreting and evaluating large quantities of complex data to extract salient points and develop inferences. <b>(E)</b>
4.	Must be confident working under pressure, to deadlines whilst prioritising multiple and sometimes conflicting demands. <b>(E)</b>
5.	Must have demonstrable advanced skills in the use of Microsoft Excel and other IT packages <b>(E)</b>

## Other skills / experience / knowledge needed for the role and may be assessed during the interview process

1.	Must be qualified to degree standard or equivalent with a data analysis and interpretation element or have substantial relevant experience in the application of data analysis, investigation and interpretation. <b>(E)</b>
2.	Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload <b>(E)</b>
3.	Must demonstrate a practical approach to problem solving <b>(E)</b>
4.	Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail <b>(E)</b>
5.	Must have effective keyboard inputting skills <b>(E)</b>
6.	Must be able to travel within the force area as required by the role <b>(E)</b>

**KEY: (E)** – Essential / **(D)** – Desirable

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.