

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Business Intelligence Analyst	Leadership stage:	2
JRN:	20620	Job family:	
Band:	10	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	Corporate Development	Vetting level:	MV
Reporting to:	Corporate Development Manager	Date published:	September2022
Posts responsible for:	None		
Part A – Job Description			
Overall purpose of the role:			
Provide strategic direction on business development and intelligence to inform organisational change and support decision-making in achieving force vision and values.			
Key responsibilities of the role:			
1	Support improvement activity through understanding of current and future demand and business intelligence. Use understanding and knowledge of statistical and other analytical approaches to deliver high quality outcomes that bring substantial business benefit.		
2	Contribute to the evaluation of force business change initiatives through the analysis of information and research.		
3	Use understanding of the advanced concepts – probability, statistical analysis, operational research, predictive modelling and mathematics and programming to help inform the strategic direction of the organisation.		
4	Extract, manipulate and interrogate data, using data analysis methods to obtain insight; building, validating and testing analytical models.		
5	Provide advice and guidance to stakeholders at all levels across the organisation to identify creative, analytical solutions that support effective data-led decision making.		
6	Design and build business intelligence applications that turn complex data into intuitive interactive dashboards; enabling the organisation to use data to gain insight, identify trends and areas for improvement.		
7	Support the professional development of other staff and officers in business analytics and analysis.		
8	Continuously horizon-scan, assess how the latest research, techniques and approaches could be implemented to achieve business benefit.		
9	Engage analytical community and academic bodies to support the development of business analytics and to support the force in research and analysis.		
Part B – Scope of contacts			
Internal / External relationships:			

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Internal: Executive Team, heads of department / area commands and specialist enabling roles.

External: Specialist technical networks and third party suppliers.

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Degree level (or equivalent level of experience). Excellent knowledge of business intelligence and statistical analysis.	Post-graduate business intelligence qualification and/or appropriate qualification in a relevant specialism. Understanding of the police	Application/interview/ CPD

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	<p>Experience gathering end user dashboard and reporting requirements.</p> <p>Experience developing dashboards and creating reports, communicating insights to senior management and across the organisation.</p>	<p>performance and demand landscape.</p> <p>Knowledge of predictive analytics.</p>	
Planning and organising	<p>Excellent organisational skills and an ability to balance and prioritise competing demands to meet deadlines.</p> <p>Ability to influence the management and direction of strategic projects.</p>		Application/interview/ CPD
Problem solving and initiative	<p>Ability to understand policing strategy and business models, developing business intelligence to inform strategic decision-making.</p> <p>Ability to use data to solve business problems.</p>		Application/interview/ CPD
Management and teamwork	<p>Effective networking and team worker.</p> <p>Credible as an adviser and consultant to senior executives.</p>		Application/interview/ CPD
Communicating and influencing	<p>Strong interpersonal and stakeholder management skills, with strong critical thinking and attention to detail.</p> <p>Articulate with excellent written and verbal communication skills.</p> <p>Good presentation skills with the ability to present and adapt to both Senior Internal</p>	<p>Excellent negotiation skills.</p>	Application/interview/ CPD

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	<p>and External Stakeholders.</p> <p>Experience of working collaboratively and productively with key stakeholders.</p>		
Other skills and behaviours	<p>Experience learning and fully understanding data landscapes.</p> <p>Strong creative thinking and problem solving skills.</p>		Application/interview/CPD