**25/06/2019
Data Analyst & Research Assistant (Ref VR232 / 20571 / 20707)**

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| **Police Staff****Data Analyst & Research Assistant****Corporate Development Department****Role Definition:VR232 / 20571 / 20707** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Corporate Development Department  | http://domcms/icons/ecblank.gif | Section: | Business Intelligence  |
| Post Title: | Data Analyst & Research Assistant  | http://domcms/icons/ecblank.gif | Post Reference: | VR232 / 20571 / 20707  |
| Post Grade: |  | http://domcms/icons/ecblank.gif | Location: | Forth Banks  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Corporate Performance Manager / Public Insight Manager |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide research and analytical support to the department, in order to facilitate the development, maintenance and delivery of effective and quality data reporting, research and analysis.  |

**Key Responsibilities:-**

**1. Develop, prepare and maintain databases, survey samples and spreadsheets in order to provide reliable data analysis and information to support Business Intelligence.

2. Respond to data requests from external clients including the Home Office, FOI, OPCC and Community Safety Partners in order to comply with legal, statutory, local and national requirements.

3. Assist with the interpretation of data, surveys and statistics, using contextual data and coding free-text information to support the development of force performance information.

4. Collate management information, reports and statistics ensuring that relevant, timely, complete and accurate information is available to support effective decision making.

5. Support the knowledge sharing process across the departmental functions and ensure that there is a collaborative approach to business intelligence.

6. Support the development and delivery of telephone, online, face-to-face surveys and focus groups to obtain feedback that provides relevant and actionable insights.

7. Undertake research, project work and associated administrative duties in order to contribute to the development and improvement of force performance information.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**