**ROLE PROFILE**

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| **Role Title:** | Telematics Analyst (Fleet) | **Leadership level:** |  |
| **JRN:** | 20678 | **Job family:** |  |
| **Band:** | 7 | **Location:** | Location Based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | Fleet | **Vetting level:** | RV |
| **Reporting to:** | Assistant Fleet Manager | **Date published:** | September 2022 |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Provide analysis of the Telematics system and Fleet Management system data to enable provision of timely management information to inform day to day utilisation and the wider fleet asset strategy in support of organisational performance. |
| **Key responsibilities of the role:** |
| **1** | Develop scheduled and ad hoc reports to enable stakeholders including senior management teams to monitor fleet performance and driver behaviour in order to maximise asset utilisation, facilitate the investigation of incidents and affect a safer driving culture. |
| **2** | Provide an analytical assessment and undertake research to identify context, trends and patterns in order to inform management information and enable strategic decisions on fleet assets in support of operational demand. |
| **3** | Discuss and present findings, both in written form, at meetings and potentially in a court setting, providing clear and objective recommendations in order to inform decision making. |
| **4** | Provide advice, guidance and support to stakeholders in order to identity solutions in a timely manner and support organisational performance.  |
| **5** | Undertake audits of the telematics database, ensuring the information is up to date and accurate in order to ensure the integrity and effectiveness of the system, its data and links to other performance systems. |
| **6** | Maintain continuous professional development with respect of fleet telematics to maximise the system benefit for data analysis and enable best practice to be shared and identify lessons learned.  |
| **7** | Carry out an administrator function of the client interface software by creating, providing access, inputting and maintaining the system in support of fleet telematics.  |
| **8** | Design and deliver structured training to appropriate officers and staff in the use of the Telematics system and to represent Northumbria Police at regional meetings in order to keep up to date with advances in the product. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** Heads of department, SMTs and area commands, fleet department, project team.**External:** Other forces and public/private sector networks. |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
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| **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**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Strong analytical skills, with the ability to identify themes, trends and issues.Knowledge of telematics systems and proven ability to provide quality analysis.Ability to use analytical software to design and build user friendly, informative analytical products to inform decision making and performance discussions at varying levels across the force. | Understanding of the police/public sector working environment. Awareness of officer driving authorities and regulations.  | Application/interview/CPD |
| Planning and organising | Designing and delivering performance and insight products. | Awareness of legislative and government issues affecting the police service.  | Application/interview/CPD |
| Problem solving and initiative | Excellent data lead problem solving skills with the ability to identify areas of risk and improvement. |  | Application/interview/CPD |
| Management and teamwork | Committed to team development and identification of on-going training needs. |  | Application/interview/CPD |
| Communicating and influencing | Able to present information effectively and with impact across the organisation. Strong relationship management skills.Ability to build appropriate and effective professional networks. | Ability to design and deliver training plans to train users on brand new software. | Application/interview/CPD |
| Other skills and behaviours | Committed to personal and professional development.Committed to inclusion, equality and diversity. |  | Application/interview/CPD |