Police Scotland   **Role Profile**

Rank / Grade: SPA Grade 5

Role: Demand and Productivity Technical Analyst

Business Area: Corporate Services Division / Demand and Productivity

Reports To (Post Title):   Senior Demand and Productivity Technical Analyst

Work Location: Dalmarnock

Role Purpose
(This section summaries the key function of the role)

The job holder will deliver comprehensive, accurate demand and productivity related outputs for use at strategic, tactical and operational levels. All work must be to the highest standard, be auditable and be able to withstand scrutiny from internal and external stakeholders.

The job holder must be able to articulate their analysis and product outputs to members of the force executive along with other key business partners whilst providing context and insight into the results. These product outputs will be used to inform decision making across Police Scotland allowing the organisation to move to a position of using evidence based decision making.

They will contribute to the creation of a predictive policing model, working closely with our data scientists to build and enhance the model.

Key Accountabilities
(This section details the key responsibilities required for the role)

1. Provide technical expertise in respect of the design, build, test, deployment and maintenance of new and existing analytical products such as Power BI dashboards and strategic reports; through the development and utilisation of computer programming languages such as SQL, Python and R.
2. Undertake a lead role on relevant projects and initiatives with responsibilities relating to delivery of quality assured products within agreed timescales. Providing regular task updates to key internal and external stakeholders; i.e. Crime Registrars, Scottish Government and Audit Scotland.
3. Responsible for the development of the data repository database, ensuring it is fully functional, providing support to and meeting the business requirements of the analytical community.
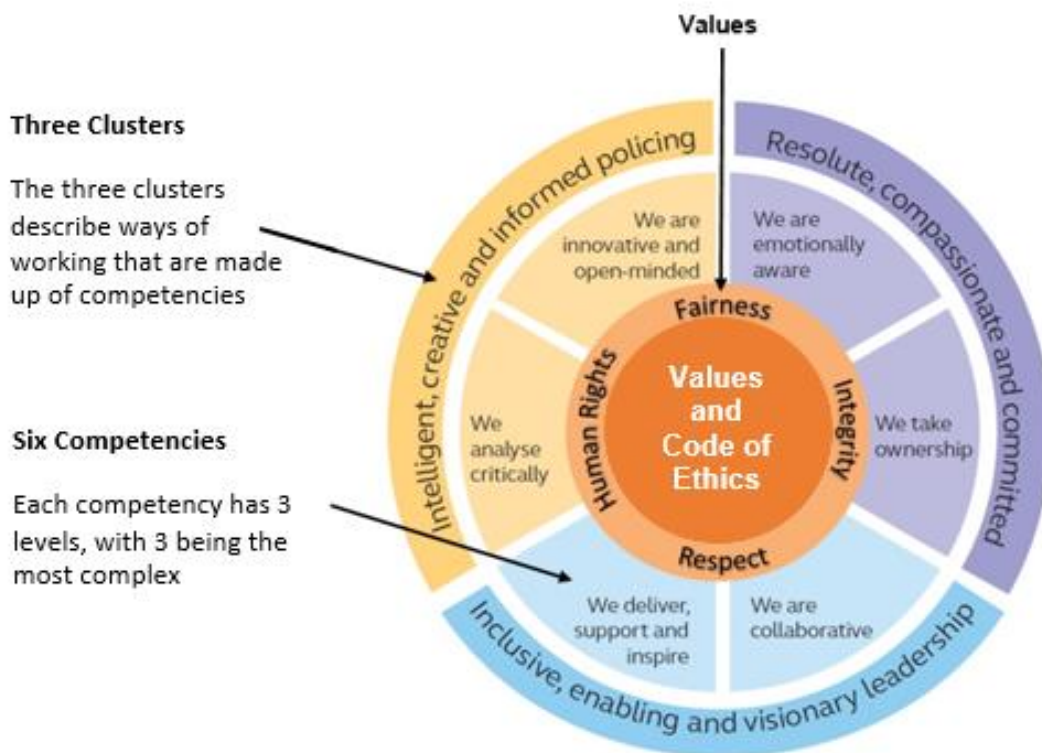
Key Accountabilities
(This section details the key responsibilities required for the role)

4. Undertake analysis and documentation of business requirements in order to produce key products that will form the basis for strategic, tactical and operational decision making and will inform future workforce planning.
5. Prepare and deliver presentations to internal/external stakeholders and the force executives in relation to demand and productivity methodologies and product outputs.
6. Provide relevant technical and analytical advice and mentoring to internal and external stakeholders.
7. Participate in quality reviews, constantly striving to improve working practices.
8. Keep abreast of data protection, freedom of information and local/national security policies.
9. Work alongside the data scientist and assistant data scientist to enhance departmental capabilities through technological advancements such as predictive modelling.
10. Embrace personal development and work related training; specifically data modelling and analytics, looking at mapping applications such as ArcGIS.
11. Carry out demand and productivity related research and horizon scanning to establish a strong evidence base to be used to inform internal and external reports while influencing departmental development.
12. Liaise with a range of internal and external sectors to stimulate departmental development and positively steer technological analysis within Police Scotland. Initiating and mediating these ongoing conversations and departmental relationships.
13. Continually re-evaluating priorities and working in an agile manner to address emerging requirements, as applicable.
14. Good attention to detail is required for day to day tasks and duties of the role. A strong level of logical reasoning, knowledge and creative analysis is required in order to deal with conflicting or simultaneous demands in a fast paced and pressurised environment with a focus on accurate and high quality outputs.
15. Will be responsible for assessing and self-managing risk within all aspects of the role in relation to data forging and sharing.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Competency Values Framework (CVF)

All roles are expected to know, understand and act within the Police Scotland Code of Ethics.

The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels.

Resolute, compassionate and committed	
We are emotionally aware	Level 2
We take ownership	Level 2
Inclusive, enabling and visionary leadership	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
Intelligent, creative and informed policing	
We analyse critically	Level 2
We are innovative and open-minded	Level 2

Education, Qualification, Skills and Experience
(outlines the skills and education and qualification requirements to be able to fulfil the role)

Attainments Essential

- Advanced IT skills in applications such as Excel, PowerPoint and MS project.
- Experience in use of object orientated analysis techniques (CASEWISE, Visio).
- Experience of data querying languages such as SQL.
- Experience in data wrangling and data presentation through a visualisation tool such as Power BI.

Attainments Desirable

- Experience of R and Python.
- Knowledge of the use of data cleansing tools such as Experian Aperture.
- Experience in analytical mapping software such as Arc GIS.
- Experience in data quality assurance, integrity checks and testing.

Educational/Occupational Essential

- Educated to BSc/BA Degree level (or equivalent) in Business Analysis
  OR
- Computer Science with experience in a demand, productivity or process improvement environment.
  OR
- Where no formal qualifications exist, a track record of success within a demand, productivity or process improvement environment.

Personal Qualities Essential

- Personable, pro-active, professional and able to demonstrate full commitment to exceptional customer care and service in all activities.
- Good written and oral communication skills with ability to present complex ideas in a clear and comprehensible way.
- Ability to establish and maintain good working relationships with both internal and external stakeholders.
- Commitment to continuous improvement with regards to personal and team development.
- Strong attention to detail.

Personal Qualities Desirable

- Understanding of Scottish policing landscape.

Special Aptitudes Essential

- Strong knowledge of data protection requirements, and experience in professionally handling confidential information.
- Commitment to continuous improvement with regards to personal and team development.
- Strong attention to detail.
- Personal responsibility and ownership for the delivery of the highest quality products. Strong analytical skills.
- Capable of communicating effectively with both a Technical and non-Technical audiences.
- Ability to use own initiative and deal with a varied programme of work.

Is A Driving Licence Required?

Preferred

Any Special Requirements Pertinent To The Post

No

Continuing Professional Development (CPD)
(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)
Professional Registration / Licence
(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.