

Job Title: Strategic Analyst	
Job Evaluation Number	C045

JOB DESCRIPTION

Job Title: Strategic Analyst	Location: HQ South
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Corporate Governance Manager	Band level: 4I
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide strategic analytical products to inform senior decision makers in support of the Strategic Planning cycle, including analysis of internal and external strategic factors, environmental scanning, demand, and capability & capacity assessments; through analysis, identify areas of organisational threat, harm and risk to inform the development of strategy.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

Produce and prepare the annual Strategic Assessment incorporating environmental scanning and PESTELO issues to inform the annual strategic planning cycle, including the development of the strategic vision and organisational priorities.

Analyse data from a range of internal and external sources to produce strategic papers in support of organisational situational awareness; identify areas of organisational threat, harm and risk and, working with Corporate Governance officers, assist in the development of corporate strategies to manage and mitigate them.

Through collaborative and supportive working relationships with Crime, Intelligence and Service Improvement Analysts, the People Directorate and Tasking & Resilience, produce regular strategic analysis to inform senior managers and corporate decision-making, including strategic demand profiling and capability & capacity assessments.

Produce ad hoc thematic research and analysis appropriate to corporate needs on behalf of Chief Officers; analyse and interpret the results drawing inferences and making recommendations as required.

Proactively undertake continuous professional development to develop and professionalise the role of the strategic analyst within and outside the organisation.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Seasonal pressures concern the annual production of the Force Strategic Assessment and contribution to HMIC-led Force Management Statements.

Customers are Forcewide, and the production of strategic analysis will require regular engagement with numerous internal and external stakeholders up to Chief Officer / Chief Executive level.

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Many of the analytical reports produced will be published for partners and the public, so must be to an exceptionally high standard to maintain organisational reputation.

The Strategic Assessment is a key driver for setting the organisational priorities through the Delivery Plan.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Educated to Degree level or equivalent.	E
2. Proven ability to think strategically and work across professional boundaries in a multi-disciplined and complex environment, including knowledge and experience in the production of strategic analysis, the ability to problem solve and analyse large quantities of data and / or information.	E
3. Confidence and ability to develop strategic insight to influence key stakeholders across the organisation and effectively deliver strategic analysis to inform decision-making and the setting of organisational priorities.	E
4. Excellent interpersonal and communication skills, adaptable to all levels of the organisation with the experience, confidence and credibility to communicate complex or specialist information to a non-specialist audience, facilitate workshops and deliver presentations.	E
5. Self-motivated with a proven ability to use initiative and proactively develop professional skills, ensuring knowledge, techniques and skills are up-to-date.	E
6. Excellent literacy, numeracy and research skills.	E
7. Knowledge and experience of using common office software to a high standard, with an ability to get the most benefit from the innovative application of existing and new IT software.	E
8. Knowledge of National Intelligence Analysis crime analysis tools and techniques.	D