

Job Title: Problem Solving Analyst	
Job Evaluation Number	C118

JOB DESCRIPTION

Job Title: Problem Solving Analyst	Location: Various
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Neighbourhood Problem Solving Inspector	Band level: 3H
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 analytical support to LPAs to assist in the identification of areas of crime patterns and emerging trends, which will allow OCUs and / or LPA teams to have more in-depth understanding of issues in their areas and will provide assistance to them in completing OSARA packages and carrying out policing experiments.

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:

1. Analyse a wide range of data from a variety of sources to assist in the creation of OSARA packages. Re-evaluate current data and continually update charts and reports to take into account new information or intelligence. Present the results of analysis in appropriate format and produce a report outlining recommendations to accompany analytical techniques. Identify discrepancies and highlight information gaps that resources can be focused to in order to drive business activity. To help provide focus for policing activity that will enable tasking activity to deter crime and where crime has occurred help maximise positive outcomes with the support of analytical products.

2. Provide analytical support to the running of policing initiatives and experiments. Agree the terms of reference that will ensure products optimise service delivery and meet the needs of the plan holder. Present the analysis to the plan owner to assist in the preparation, planning, directing of resources and implementation that drives the business activity. Ensure the final analytical product is marketed appropriately. Influence the plan holder to ensure that recommendations are considered.

3. Utilise crime and partnership analysis to support problem oriented policing experiments and use this knowledge to develop best practice that can be shared with other LPA's and police forces.

4. Represent the LPA, as required, give presentations and attend TTCG (Tasking and Co-ordination Group), problem solving and local crime meetings where appropriate in order to give updates to senior management on the status of OSARA packages.

5. Support teams members in the development of presentations and papers for their specialist areas to ensure that analysis is undertaken efficiently and effectively.

6. Develop and maintain own understanding of policing, developing an expertise in specialist areas, including strategic awareness at national level of trends and influences which impact on policing service delivery in order to shape and evolve analysis.

7. Seek ways to innovate, develop analytical techniques, and capitalise on new sources of management information. Undertake specialist projects and make best use of specialist software available.

Additional Comments: The allocation of time to each key result area listed above will vary for an Apprentice within this role, as they will be expected to spend approximately 20% of their time undertaking development, including time spent completing the Level 4 Intelligence Analyst Apprenticeship.

Job Title: Problem Solving Analyst	
Job Evaluation Number	C118

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:

In order to ensure meaningful activity and make recommendations, the post holder will need to develop knowledge in a wide range of areas of policing, for example neighbourhood policing, crime and intelligence.

The post holder will produce high-level strategic and tactical briefing documents for senior management, which will lead to remedial action and allow senior officers to hold partners and teams to account. The documents therefore will need to be evidence based and to an extremely high standard.

The role holder can be tasked with work specific to the LPA / OCU they are working in.

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.

Fully competent

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. A relevant degree and experience of crime or performance analysis in a police environment.	E
2. Proven research and analytical skills with ability to think strategically and problem solve. Able to demonstrate a methodical approach to analysis and demonstrate a high level of attention to detail.	E
3. Excellent report writing and presentation skills with a good understanding of evidence based policing.	E
4. Excellent interpersonal skills with an ability to negotiate and influence others, deliver presentations and engage in briefings and meeting with police and partnership environment.	E
5. Self-motivated with a proven ability to use initiative and proactively develop knowledge of a specialist area as well as ensuring technical skills are kept up to date.	E
6. Advanced IT skills. Extensive use of Excel. Willingness and ability to learn and use new systems as technology develops.	E
7. Understanding of how criminological theories and experimental findings can be applied to support police problem solving.	D
8. Ability to support the running of policing experiments to expand the evidence-base for professional policing practice.	D

Apprentice

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. A relevant degree, where the candidate can demonstrate ability to work with both qualitative and quantitative data	E
2. Proven research and analytical skills with ability to think strategically and problem solve. Able to demonstrate a methodical approach to analysis and demonstrate a high level of attention to detail.	E
3. Proven report writing and presentation skills.	E

Job Title: Problem Solving Analyst	
Job Evaluation Number	C118

4. Proven interpersonal skills with an ability to deliver presentations and engage in briefings and meetings to a range of audiences	E
5. Self-motivated with a proven ability to use initiative and proactively develop knowledge of a specialist area as well as ensuring technical skills are kept up to date	E
6. Excellent knowledge of Microsoft Office software including Excel and PowerPoint. Willingness and ability to learn to use a range of different software packages.	E
7. Interest in policing/community safety, with the desire to learn new concepts and ideas. Commitment to continuous professional development.	E
Additional Comment: The candidate will be asked at interview to complete a short presentation on a pre-prepared topic. The candidate will also confirm their willingness to undertake an on the job apprenticeship scheme.	