

Job Title: Elpis System Analyst	
Job Evaluation Number	C192

JOB DESCRIPTION

Job Title: Elpis System Analyst	Location: Reading / Aylesbury / Cowley
Job Family: Business / Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Missing and Exploitation Manager	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists (approx. 30 words)

The overall purpose of the role is to: provide operational performance analysis and analytical support to the Missing and Exploitation Manager in order to meet the objectives of the Missing and Exploitation Hub. Assist with the force-wide role out of Elpis. Produce analytical reports and products in accordance with the requirements of Thames Valley Police and Partner Agencies.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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 data from a range of sources to identify patterns, trends and hotspots using available computerised technology.

2. Identify key issues and activity within population groups through the application of recognised analytical techniques and approaches, including quantitative and qualitative research methodology.

3. Contribute to the production of problem profiles to support decision making processes at both strategic and tactical levels, in order to inform decisions and direct business activity. Adopt a problem solving approach to develop inferences around the business areas of missing and exploitation, and produce action plans in conjunction with relevant partner agencies.

4. Produce and present the results of analysis to internal and external stakeholders in a variety of formats, including reports, presentations and workshops.

5. Attend meetings, briefings, conferences and seminars to discuss the analytical requirements and where appropriate present the results of the analysis undertaken. Represent the Area / Force in matters relating to analysis and liaise with other departments, police areas, agencies and organisations as required.

6. Work closely with internal and external stakeholders to implement the Elpis system, including the training and ongoing support of database users.

7. Liaise with database developers to ensure integrity of the system in relation to both data and user management.

8. Report on relevant KPI Indicators for the Force Missing and Exploitation Hubs, working closely with the Missing and Exploitation Manager to identify areas for improvement.

9. Attend internal and external training courses, lectures and conferences as required. Undertake continuous professional development ensuring current knowledge of latest techniques, specialist software, products and intelligence issues including awareness of relevant legislation. Ensure the analysis of communications data complies with RIPA, DPA and ECHR legislation. Contribute to the development and application of analytical techniques embracing the concept of best practice.

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c. **DIMENSIONS:** Include matters such 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:
The Elpis System Analyst will work closely with the Missing and Exploitation Hubs to develop coordinated approaches to safeguarding vulnerable individuals from harm. They will assist in the role-out of the Elpis System, the post holder will be required to support the Missing and Exploitation Manager in developing partnerships with both internal and external stakeholders in order to embed the system across the force area.
Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with policy and procedure.
The role holder will need to maintain and develop an effective working relationship with the Elpis system developer.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Highly competent IT skills with a good working knowledge of using Word (report writing) and Excel (collating data, using formulas, creating pivot tables and producing graphs). Understanding of how systems operate and willingness to work with developers to operate a system.	E
2. Experience of using quantitative and qualitative research skills, ability to problem solve and analyse large quantities of data. Experience of using statistical methods to interpret and develop inferences from data.	E
3. Excellent written and verbal communication skills with the ability to deal with individuals at all levels both internally and externally in order to develop and maintain new or existing relationships.	E
4. Self-motivated and able to use own initiative and work effectively with minimal supervision whilst remaining team focused. Proven ability to work under pressure and prioritise workloads. Provide accurate work within set deadlines.	E
5. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner.	E
6. Ability to deliver basic presentations to diverse audiences.	D
7. Experience of delivering a basic level of training.	D
8. Knowledge of key issues relating to missing persons and exploitation.	D
9. Knowledge of analysis tools, methodology and specialist software such as IBM SPSS. Force System knowledge including Niche, Command + Control.	D