

Job Title: Strategic Analyst - OPCC	
Job Evaluation Number	Z045

## JOB DESCRIPTION

<b>Job Title:</b> Strategic Analyst - OPCC	<b>Location:</b> HQ South
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Policy Development Officer - OPCC	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> 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 and stakeholders in support of the Police & Crime Plan and partnership Community Safety Priorities, 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 PCC's requirements.

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 the SARA approach to inform the annual strategic planning cycle, including the development of the partnership and PCC priorities.

Obtain, lead on and analyse data from a range of internal and external sources to produce (and/or support colleagues to produce, as necessary and appropriate) strategic papers and evaluation in support of decisions around PCC commissioning, grant funding PCC and stakeholder priority setting and compliance across the OPCC work areas and key partnership work areas.

Through collaborative and supportive working relationships with key responsible authority partners (local authorities, health, probation etc), 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 PCC and partners; analyse and interpret the results drawing inferences and making recommendations as required.

Become the lead owner and user for the OPCC web-based partnership and public information sharing and dashboard tool, including advising on its development, rollout and training needs.

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

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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.

<b>Further Comments:</b>
Seasonal pressures include the annual review of the Police & Crime Plan strategic priorities and objectives, Community Safety Priorities and key commissioning cycles.
Customers are Force-wide, and the production of strategic analysis will require regular engagement with numerous internal and external stakeholders up to Chief Officer / Chief Executive level, both internally and externally with partners.
Many of the analytical reports produced will be published for partners and available to the public, so must be to a high standard necessary to maintain organisational reputation.
The Strategic Assessment is a key driver for setting the organisational strategic priorities through the OPCC Strategic 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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Educated to Degree level or equivalent, or have proven relevant experience.	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 complex data and / or information.	E
3. Confidence and ability to develop strategic insight to inform and influence key stakeholders across the organisation, and effectively deliver strategic analysis to inform decision-making and the setting of organisational priorities and objectives.	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 crime analysis tools, techniques, especially in support of analytical Problem Solving, including specialist software such as GIS.	D