



SUFFOLK CONSTABULARY

JOB DESCRIPTION

Post: Improvement & Innovation Analyst
Grade: Band E **Job Evaluation Ref:** B420/C1066
District/Department: Force Executive
Sector/Section: Suffolk 2025
Location: PHQ Martlesham
Reporting to: Improvement and Innovation Coordinator

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Apply analytical techniques to interpret information from a wide range of resources for information management and evidence based purposes and in support of the development and delivery of work streams within the overarching Suffolk Improvement and Innovation change portfolio. Undertake research to develop analytical products, including demand and workload analysis presenting findings in a suitable format to inform strategic decision making processes.

2. Main activities of the role *(This list is not exhaustive)*

- Collect, collate, evaluate and analyse information from a variety of internal and external sources.
- Produce high quality analytical products developing inferences and test hypotheses in support of the development and delivery of Suffolk Improvement and Innovation change portfolio.
- Present the results of analysis in the most suitable format to all relevant parties, including outside organisations and in conjunction with the preparation of business cases and other related project documentation.
- Gather, verify and assess all appropriate and available information to gain an accurate understanding of situations and their strategic or tactical/operational context.
- Assess threats, risks and harm, thinking about the wider impact of decisions.
- Exercise discretion and professional judgement to ensure decisions/recommendations are appropriate and proportionate, reviewing all decisions in the light of new information.
- Use of persuasion through professional excellence to highlight the benefits of a particular approach, and negotiate terms of reference to focus on answering the right questions in the right way.
- Take ownership of workloads, keeping people informed of progress and managing expectations where necessary.
- Undertake engagement activities including workshops, focus groups ensuring a sound evidence basis on which findings will inform strategic decision making processes.

- As appropriate, assist other analysts with analytical support for the more complex major investigations and undertake work as required to provide appropriate analysis in specific, sensitive or complex cases/operations presenting findings as appropriate.
- Undertake peer research, liaise with partner organisations, other police forces and collaborative programmes as appropriate, to maximise the sharing of information and best practice and develop the Constabularies' analytical capability.
- Manage multiple tasks effectively by thinking through problems, prioritising and time management.
- When required, prepare and present evidence in court.
- Act with integrity, in line with the Police Service's statement of mission and values.
- Any other duties commensurate with the role and grade as may reasonably be required by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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Location: PHQ Martlesham

Essential Criteria

1. Proven experience of innovative and creative approaches to problem solving.
2. Demonstrate experience of writing of terms of reference and the analysis, interpretation and inference development of complex information.
3. Demonstrate a high level of critical and analytical thinking, being methodical, creative and have an eye for detail.
4. Experience in researching, processing and analysing large volumes of data through the use of analytical techniques and products.
5. Demonstrate effective report writing and presentation skills, with experience in delivering to all levels of an organisation and being articulate and able to debate complex issues.
6. Ability to use own initiative and work under pressure, possessing good time management skills.
7. Excellent verbal, written and communication skills with the ability to communicate effectively with a wide range of different audiences both internally and externally whilst building and maintaining effective partner relationships.
8. Excellent keyboard skills with a working knowledge of Microsoft Office Suite and internet based systems.

Desirable Criteria

1. A working knowledge of Evidence Based Policing principles
2. Previous experience of, or trained in the use of i2, Microsoft Reporting or equivalent software.