

## **JOB DESCRIPTION**

<b>Post:</b>	Researcher	<b>Job Evaluation Ref:</b>	C999
<b>Grade:</b>	Band D		
<b>District/Department:</b>	Strategic Business & Operational Services (SBOS)		
<b>Sector/Section:</b>	Operational Services		
<b>Location:</b>	OCC Wymondham or PHQ Martlesham		
<b>Reporting to:</b>	Higher Analyst – Operational or Strategic Services		

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

Aid analysis through conducting research by gathering and evaluating quantitative and qualitative information from a variety of open and closed sources and producing products to assist with directing departmental, organisational, and partner agency activity.

Note: Activities would be weighted towards either operational or strategic requirements dependent on which team the individual works on.

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

- Collect, collate and evaluate information from a wide range of open and closed information sources at a strategic, tactical or operational level, and for intelligence or performance purposes
- Produce and deliver accurate and easy to use intelligence and/or performance reports and products and support analysis across the department (operational and strategic)
- Research intelligence and/or performance information in relation to problems, patterns, trends and series to support operational and/or strategic intelligence analysis or performance monitoring capabilities
- Liaise with and work in partnership with other organisations, to gather and research information to ensure that intelligence and/or performance products are comprehensive and balanced and to promote collaborative working
- Coordinate and respond in a timely manner to nationally required data, for instance from HMICFRS, the Home Office, NPCC and partner agencies
- Produce intelligence and/or performance products to inform decision making and direct departmental, organisational and partnership activity
- Maintain knowledge of the current intelligence and performance products and requirements, both within the department, across the organisation and externally
- Prepare and present intelligence and performance data using a variety of techniques, such as charts, maps etc. to support investigations and performance reporting mechanisms as required
- Demonstrate appropriate research techniques such as environmental scanning models, collection plans, triangulation of information
- Engage with the Data Insight Officer to ensure that SBOS' performance and statutory data requirements are reflected within the data insight strategy and that accurate and robust data is available to extract
- Contribute to, and maintain a catalogue of data requests/submissions to enable easy access to data and replication of methodologies and to assist with responding to queries about submissions
- Any other duties that are commensurate with the role and grade as may be requested by management

## **2. 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 across both Norfolk and Suffolk Constabularies 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**

**Post:** Researcher

**District/Department:** Strategic Business & Operational Services (SBOS)

**Location:** OCC Wymondham or PHQ Martlesham

### **Essential Criteria**

1. Experience of collating, assessing and evaluating information from a range of sources and systems and compiling into research-based reports
2. Experience of researching qualitative and quantitative information
3. Excellent verbal and written communication skills with the ability to produce accurate and timely reports, being articulate and able to debate issues
4. Proven problem solving skills
5. Demonstrate an understanding of performance and intelligence reporting requirements, for example, by understanding and applying business rules and standard operating processes to data/information extraction, collation and interpretation
6. Ability to use own initiative and work under pressure
7. Good computer skills and working knowledge of Microsoft Office suite

### **Desirable criteria**

1. Previous experience of, or trained in the use of Microsoft Excel or analytical and data mining tools such as i2, Microsoft Reporting or equivalent
2. Demonstrate an understanding of key legislation including the Freedom of Information Act 2000 and the Data Protection Act 2018