

# Analyst

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**Department:** Justice and Home Affairs

**Division:** States of Jersey Police

**Reports to:** Analytics Team Leader

**JE Reference:** JHA1030

**Grade:** 9

**JE Date:** 17/03/21

## Job purpose

To provide expertise through the development and use of analytical products to assist decision making at a strategic, tactical and operational level. To provide direction to States of Jersey Police (SoJP) resources through the meaningful analysis of data.

## Job specific outcomes

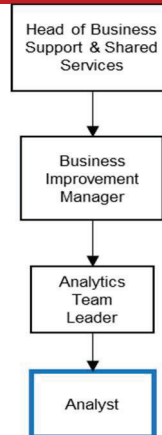
1. Establish and interpret requirements to ensure the needs of key stakeholders are met.
2. Develop and maintain relationships internally and externally to share data, information and analysis, where appropriate.
3. Collect and evaluate data and information to support the creation of a collection plan (where applicable) and the delivery of analytical products.
4. Conduct analysis at a strategic, tactical and/or operational level, identifying and using appropriate analytical tools and techniques to interpret gaps, patterns and trends, assess threat, risk and harm and make recommendations in support of decision making, prioritisation and resource allocation.
5. Produce written and/or verbal briefings and presentations to stakeholders to provide a clear and concise evidence based understanding of the subject matter, including providing advice and guidance. Be able to prepare, deliver and present analytical products for use in court proceedings, as required.
6. Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.
7. Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
8. Carry out any other reasonable requests as outlined by the Analyst Team Leader

## Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to Level 5 e.g. degree level and / or equivalent experience of at least three years in an analytical role.	
<b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Working knowledge of relevant systems (e.g. Microsoft Office, Alteryx, PowerBi, i2, GIS software), equipment, processes and procedures including standard software packages, with limited use of non-standard software.	
<b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	<p>The ability to work accurately with data whilst under pressure.</p> <p>The ability to collect, organise, analyse, and disseminate significant amounts of information to a range of users.</p> <p>Adept at queries, report writing and presenting findings.</p> <p>Advanced IT skills, with a knowledge of Microsoft office software, in particular Excel.</p> <p>Ability to clearly develop and document procedures.</p>	

<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent organisational and implementation skills and proven ability to problem solve and implement solutions.</p> <p>Excellent communication, persuasion and presentation skills, with attention to detail being key.</p> <p>Ability to work at pace and to prioritise and manage their workload independently and within a team.</p> <p>Proactively self develops and continually develops skills and wider understanding of objectives and the organisation.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience working in data analysis or a management information role.</p>	<p>Experience of working with Government agencies.</p>
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, distressing and highly confidential and sensitive issues where the careful and effective handling of such matters is essential.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.