**TITLE OF POST: Data and Information Analyst**

**GRADE: SC6**

**RESPONSIBLE TO: Data and Performance Advisor**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Data and Performance Advisor, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES**
	1. To promote the Service Vision, ‘Creating the Safest Community’.
	2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
	3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
	4. To maintain appropriate and robust information systems within the department.
	5. To maintain positive and effective liaison links with organisations and partners as appropriate.
	6. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
	7. To ensure complete compliance with current Data Protection Legislation.
	8. To ensure relevant knowledge is up to date.
	9. To identify and recommend areas of potential improvement.
	10. To represent the function at internal and external meetings and events and take minutes when required.
	11. To support the activities of the function and diary management for line management where required.
	12. To support colleagues with their work as required.
	13. To attend internal and external training courses as necessary.
	14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
	1. To contribute to the development and implementation of relevant functional policies and procedures in line with current and future national policy, best practice, and ensure compliance with all relevant regulations and legislation.
	2. To be responsible for the provision of effective and proactive data analysis to internal and external stakeholders using a wide range of databases and systems.
	3. To provide technical advice, guidance, support and training to Service personnel on the effective use of data and performance information including systems.
	4. To assist in planning, developing, implementing and maintaining the Service’s data and information systems, software and risk assessment tools required to support the function e.g. Performance Monitor, Incident Recording System, CFRMIS, Mobile Data Terminals, Workload Modelling, GIS and T-SQL.
	5. To be responsible for the management of historical data and information for the Service, identifying trends relating to incident data.
	6. To contribute to special research projects involving the production and analysis of data and information.
	7. To prepare and analyse data integral to the Service’s performance management systems/strategies.
	8. To undertake standard system analysis techniques to interpret and summarise data of all types, identifying patterns and forecasting trends, and to present such data for management consideration prior to publication.
	9. To contribute recommendations relating to data and information at the Performance Action Group and District Performance Action Groups.
	10. To produce comprehensive, valid and factual reports, tables, charts, maps and documents from Service data as required by management.
	11. To be responsible for quality assurance of all data and information relating to the function, ensuring accurate and timely data is provided when required.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
	1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
	2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
	3. Work with machinery, equipment and substances in accordance with information and training provided.
	4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
	5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
	1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
	2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
	3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING**
	1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
	1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.