



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

**POA CATEGORY CODE:**

**DIRECTORATE:** Deputy Chief Constable  
**STRAND/DEPT:** Corporate Support & Development

**FAU:**

**SECTION:** Performance, Analytics & Evaluation

**JOB TITLE:** **INTERN STRATEGIC ANALYST**

**REPORTS TO:** Analytics & Evaluation Manager

**CURRENT RANK/GRADE:** **B**

**DATE:** May 2024

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....?)

To support the Performance, Analytics & Evaluation team, undertaking administration and data extraction and also to assist Strategic Researchers, Strategic Analysts and Evaluation Officers in the production of research, analytical reports, and briefing documents.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Undertake administrative duties ensuring that work is organised and presented to required standards and that priorities can be met within appropriate timescales.
- b) Undertake the extraction of data from systems to aid other team members in the gathering of information for analysis.
- c) Undertake research on behalf of the team as requested to aid the understanding of information for analysis.
- d) Provide support in the preparation of data, to aid other team members in their delivery of analytical findings in reports and presentations.
- e) Provide support in the analysis of information, when appropriate, to assist the work completed by the team.
- f) Attend and provide appropriate support at various corporate meeting in the provision and presentation of statistical information.

- g) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence, and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

**3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Educated to level 3 of the Qualifications & Credit Framework (QCF) equivalent and some experience and understanding of analytical concepts and processes.

Ability to comprehend and discuss foundational analytical requirements with colleagues, as well as an understanding of appropriate techniques required to glean insights from data.

Communication skills, both verbal and written, to ensure accurate information is provided.

Clear and demonstrable professional and ethical standards which enables the post-holder to promote a positive image of the team and Merseyside Police.

An ability to think creatively and apply innovation to the function.

Some basic knowledge and experience of using analytical software, computerised query building, and tools for effective data visualisation.

Organisation and time-management skills, with the ability to prioritise workload to ensure timescales are met; having a flexible approach to work practices to meet operational demands and impromptu deadlines.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

**4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

N/A

**(b) Supervision Received:**

The post holder will report directly to the Analytics and Evaluation Manager; however, tasking may typically be given by Strategic Researchers, Strategic Analysts or Evaluation Officers.

(c) **Other Contacts:**

(i) **Within Merseyside Police:**

Frequent contact with police officers and staff of all ranks and grades regarding data and information.

(ii) **Outside Merseyside Police:**

None.

**5. CONTEXT:**

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

The post-holder will work within the Force Flexible Working Hour's policy. The pattern of work is Monday to Friday; however, flexibility is required to meet any exceptional demands placed on the force or department.

The post-holder will be required to carry out the role within the Performance, Analytics and Evaluation team, as directed by managers and senior colleagues; ensuring that work completed is accurate and within deadlines.

The post-holder will take direction and learn from Strategic Researchers and Strategic Analysts.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

All relevant Force policies and procedures.

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** None

**Staff:** None

**Other:** None

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Support Strategic Researchers and Strategic Analysts in maintaining standards of integrity and quality in the provision of data and information.

The post-holder is to remain fully conversant with Force information systems and up to date with developing research and analytical software tools and techniques, which can be used to provide innovative solutions to data analysis and business insight.

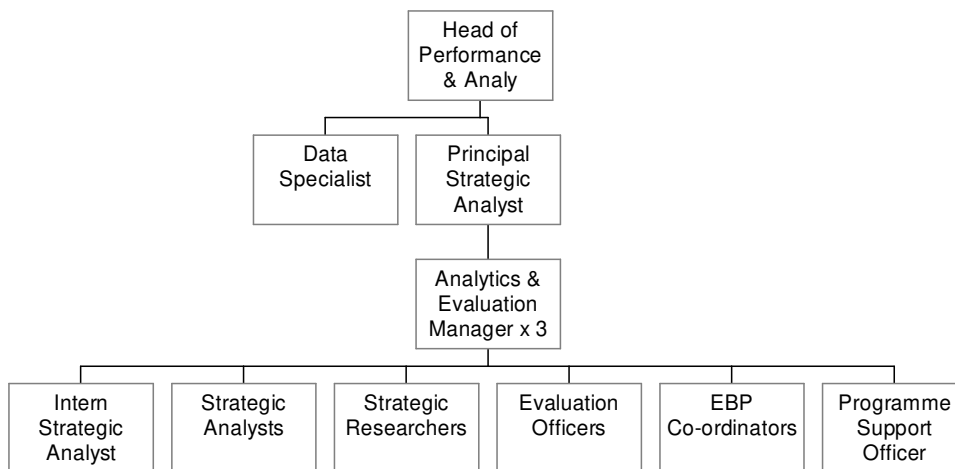
**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

This post is a one year fixed term paid internship post which benefits both the individual and the Force. The individual will gain practical work experience and the Force will benefit from the individuals fresh ideas and in the recruitment pipeline.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn