



ROLE PROFILE

Role Title:	Performance Researcher
Department/Unit:	ERSOU CTP – Research & Analysis
Rank/Grade:	Scale 6
Reporting to:	Performance Analyst
Main purpose of the role:	To collect, collate and interpret data in support of regional performance requirements across the unit. Directly assist the CTP Performance Analyst and other customers by compiling scheduled regional returns, interrogating databases and presenting findings in a timely and appropriate manner. To contribute to achieving the vision, mission and values of Bedfordshire Police and the Eastern Region Special Operations Unit.

Key Responsibilities

- Interrogate a range of databases and systems to extract relevant management data in order to inform regional understanding of performance.
- Liaise with customers to define research requirements, asking key questions to clarify understanding and providing advice on opportunities and limitations that exist.
- Collect and collate data in line with customer requirements, recording results in a suitable format and ensuring reference and provenance details are provided.
- Add value to collated data by theming information according to the terms of the project and drawing key links between datasets.
- Coordinate national performance returns for the region, working to pre-defined deadlines and ensuring completion by each department.
- Monitor data quality and provide feedback to colleagues to improve regional returns.
- Create recording mechanisms to accurately capture regional data, reviewing and amending templates in accordance with changing priorities.
- Produce briefings and visual products for internal and external customers to increase their knowledge of performance trends and statistics.
- Build positive relationships with a range of stakeholders and customers.
- Support ad hoc requirements from both internal and external stakeholders, working to tight deadlines and managing competing priorities with support from the CTP Performance Analyst.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Entry Requirements

Essential

- Experience in working with Windows based software (Excel, Word, PowerPoint)
- Strong numerical skills, with the ability to interpret and communicate percentages, ratios, and averages with confidence
- Ability to interrogate data from multiple systems, working to tight deadlines
- Good communication skills, both written and verbal
- Flexible approach to work and ability to self-motivate

Desirable

- Experience of conducting qualitative and quantitative research



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- Ability to work with customised databases and computer packages such as Tableau / Power BI

Any other General Requirements/Scope

- The post holder will be required to travel to different locations across the region and nationally for meetings/training events
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.

There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from



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evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.