

ROLE PROFILE



Role Title:	Researcher (JPS)
Department/Unit:	Joint Protective Services
Rank/Grade:	(B) SC6 (C) SC5 (H) A3 (non-supervisory)
Reporting to:	Senior Analyst
Main purpose of the role:	To support the Senior Analyst in performance analysis across a range of different business areas within JPS. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

Key Responsibilities

- Provide a research capability which assists in the JPS Governance process.
- Provide a research capability which assists in the JPS Governance reporting.
- Research force computer systems and other available sources/systems recording information in the appropriate form.
- Monitor data quality and provide feedback to colleagues.
- Collect and collate information regarding specific areas of performance.
- Liaise with other force areas and other agencies in order to exchange relevant information.
- Attend meetings and give presentations, both within force or away from police premises, and/or with colleagues from other departments or agencies.

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

- Previous experience in a research environment.
- Proven experience of assimilating and understanding relevant information, to include the identification of potential risks, linking information, identifying patterns, trends, series, similarities and discrepancies with information.
- Good working knowledge of computer software including experience of data management and input working with customised databases and computer packages including excel.
- Ability to work unsupervised, on own initiative and work to deadlines.
- Ability to research and draw conclusions from information gathered.
- High level of interpersonal skills with the ability to build trust and confidence in the delivery of services.
- High standard of personal responsibility and people skills.
- Experience of report writing skills with the ability to express complex data.
- Excellent oral communication skills with the ability to undertake presentations to all levels of the organisation.

Desirable

- Experience using force systems, such as Athena.

Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.

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- The post holder will be required to work from different locations across Bedfordshire and Cambridgeshire.
- The post holder will need to possess a full driving licence
- If using a private vehicle then business insurance needs to be organised by the individual.
- 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 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

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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.