



Specific Role Profile

This Specific Role Profile sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge skills & delivery and working arrangements relevant to this role. Please ensure that this is read in conjunction with the given job family role profile for the post.

Corporate Reference:-

ROLE SPECIFIC INFORMATION	
Job title:	Performance Analyst
Generic Role Profile:	Business Support Job Family Band D Lower
Salary Band:	Band D Lower
Purpose of the Role:	This role is necessary to support the Community Justice and Custody Department and front line service delivery in the production of critical performance information, linking in with key partnering agencies, to maximise performance and develop best practice.
Specific Role Responsibilities:	<p>To produce performance information and create analysis of activities within the Community Justice & Custody department.</p> <p>To create and run Discoverer queries to provide analytical support to the CJ function. To maintain regular performance reports and provide further insight into business performance in key business areas.</p> <p>To work with partner agencies to monitor performance of the department and its functions outside of the organisation.</p> <p>To answer ad-hoc queries and adapt regular reports based on trends of requests. To amend outputs based on demands created by command team priorities.</p>

Corporate Reference:-





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ROLE SPECIFIC INFORMATION (CONTINUED)

<p>Knowledge Skills and Delivery: (Additional)</p>	<p>An experienced Analyst that is used to dealing with large data sets. Problem solving skills accompanied with innovative and creative thinking.</p> <p>Experience in working with Microsoft Excel and creating advanced functions.</p> <p>Is a user of Oracle Discoverer data warehouse.</p>
<p>Hours of Work and flexibility:</p>	<p>The hours of work are 36.5hrs a week, Monday to Friday during normal office hours. There may be a requirement to perform additional work outside these hours to support operational needs.</p>

This role is part of the Business Support job family and has been designated as a Band D Lower post. Roles in this family are characterised by the provision of a range of services in support of the whole of West Midlands Police. The work may involve administrative support, specialist advice, project management and the development and implementation of systems or policy, in order to support the management of the force in achieving strategic goals.

