

**Manage Role Profile (Email this Role ( ))**

Role Profile Type:	03 - Posts Graded Scale 5 or 6
Role Profiles:	Analysis, Research and Planning: Performance and Planning Officer
Published:	Yes
Superintendent Role:	No
Is Parent Role:	No
Parent Role:	1. Practitioner (Constable and police staff practitioners)
Description:	To represent the Planning Team by supporting Heads of Departments with their planning and performance activity. The post holder will aid the development, implementation and continuous improvement of the Constabulary's business planning processes. They will support Heads of Departments and functional leads in the development of their departmental delivery plans ensuring meaningful and measurable objectives are set using appropriate performance data.

- Main Responsibilities:
1. To work in partnership with Constabulary Heads of Departments providing direction and advice in the development of their delivery plans ensuring that delivery objectives are set with measurable activity and advise on appropriate input from the Performance and Research teams.
  2. Act as a liaison point within Analysis, Research and Performance to keep teams sighted on business activity and flag where future demand for their services may arise.
  3. Monitor delivery and performance against set objectives; ensuring that content is well evidenced, providing performance information where relevant, and is reported on time in line with the business planning cycle.
  4. Proactively identify barriers and blockers to delivery; assisting with resolution of simple issues or directing work to the central teams.
  5. Work closely with other members of the team, departments and partners to drive and monitor the delivery of the Constabulary's and OPCC's strategic objectives and priorities.
  6. Support the identification and delivery of improvements in departmental efficiency and effectiveness through the provision of guidance in relevant Continuous Improvement tools and techniques. This may include process mapping, data analysis, interviewing and problem solving to meet organisational need and within agreed timescales.
  7. Support functional leads in the delivery of information and evidence for the Force Management Statement (FMS).
  8. Maintain awareness of the changing research landscape to ensure information provided is up to date and accurate; informs best practice and promotes continuous improvement. Disseminate information arising from national research and provide comparative Constabulary information and analysis.
  9. Produce well-written and accurate reports to support decision-making, including making recommendations for change.
  10. Attend and contribute to internal and external meetings when required, often in an influencing capacity.
  11. Performs other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Rank\Scale: Scale 6

Reports To: Senior Planning Officer

**Additional Information:** Vetting Level: The role must be vetted to a minimum of Recruitment Vetting (RV).

**Mobility:** The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

**Working Pattern:** Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

**Standards of Professional Behaviour:** All members of Police Staff / Police Officers must comply with these standards.

**Travel:** The post holder will be required to travel to meetings around the county.

**Training and development:** Undertake the required training and development to maintain working knowledge.

**Experience and Qualifications:**

1. A degree or equivalent qualification or experience of working in support of organisational change or in an analytical capacity.
2. Experience of undertaking analytical work and improvement initiatives including experience of applying and carrying out qualitative and quantitative analytical techniques.
3. Can demonstrate a structured and methodical approach to data analysis and problem solving.
4. Demonstrates the ability to use own initiative and judgement in the identification of problems / trends, and decision-making skills to determine the most appropriate way forward in relation to data required and analytical methodologies to be applied.
5. Proficient user of Microsoft Office (Word, Excel, PowerPoint). Experience of Visio and Project is desirable.
6. The ability to build rapport and trust with stakeholders and to influence and negotiate when necessary.
7. Excellent verbal communication and writing skills with the ability to produce technical reports and present complex information
8. Ability to work effectively and flexibly, to self-manage and consistently deliver to tight deadlines, sometimes across several office locations.

### Policing Professional Framework

Category	Name	Level Name	Level Description
Resolute, Compassionate and Committed	We are emotionally aware	Practitioner	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...
Resolute, Compassionate and Committed	We take ownership	Practitioner	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 impa...

Inclusive, Enabling and Visionary Leadership	We are collaborative	Practitioner	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 ta...
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Practitioner	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...
Intelligent, Creative and Informed Policing	We analyse critically	Practitioner	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 ...
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Practitioner	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 constan...