



Job description

Title: Data Analyst

Reports to: Data Analytics Manager

Location: Any IOPC office (Hybrid Working)

Grade: 10

Salary: £32,600 (plus London Weighting Allowance of £4,731 if based in Canary Wharf or Croydon)

Contract: Permanent

Purpose

As one of our Data Analysts, you will be welcomed into our new Digital, Data and Technology function (DDaT) within Strategy and Corporate Services. The IOPC is on a journey to develop its culture, perspectives, and ethos to support the organisation's core outcomes, and this is your opportunity to enter the varied world of IOPC DDaT, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

Our new function brings together teams responsible for knowledge and information management, data analysis and reporting, Data Governance, data quality and records management as well as ICT. It operates nationally, with team members across seven sites.

Our Insight & Analytics Team are responsible for producing a wide range of data products, dashboards and analytics to support the delivery of our strategic objectives. The role of a Data Analyst is vital in transforming data into information and insight, which the organisation can use to facilitate effective decision making and you will need to be able to communicate meaningfully with stakeholders of varying data appreciation levels.

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Data Analyst will need to be committed to managing in the context of these values.



Seeking truth

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



Being inclusive

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious

Our work requires us to be bold, resilient and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet the challenges with perseverance to attain individual and organisational goals.



Making a difference

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](#), to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Main duties and responsibilities

- Producing high quality and timely data analysis and providing specialist support and advice to the organisation, whilst working as part of an innovative team.
- Using data systems securely to meet requirements and in line with organisational procedures and legislation.
- Implementing the stages of the data analysis lifecycle.
- Identify and escalate quality risks in data analysis with suggested mitigation or resolutions as appropriate.
- Collaborate and communicate with a range of stakeholders, using styles and behaviours to suit the audience, to support the development of our data products.
- Collate and interpret qualitative and quantitative data and convert into infographics, reports, tables, dashboards and graphs, presenting clear findings that colleagues can understand and use.

- Respond to internal and external information requests and perform ad-hoc analysis as they arise.
- Develop and improve reporting to meet the needs of the organisation through; gathering business requirements, testing and publishing.
- Developing and publishing standard reports / queries and working with data engineers to develop more complex reports and queries.

Person specification

Essential

- Strong working knowledge and experience of Power BI and its capabilities
- Comfortable liaising with stakeholders at all levels and communicating the outputs of their analyses, using the most appropriate medium to visualise data and tell stories that are relevant to the business.
- Data driven mind set with strong numerical, analytical and problem-solving skills.
- Advanced experience using Microsoft Excel.
- Experience using other Microsoft tools (SharePoint/OneNote).
- Excellent communication skills, with an ability to summarise and present data and conclusions in the most appropriate format for users.
- Ability to think critically, decide if data is accurate and fit for purpose and qualify assessments with strong presentation, documentation and organisational skills.
- Ability to own projects, work independently, navigate complex problems and work with cross-functional teams with little supervision.

Desirable

- BCS Data Analyst (level 4) certification.
- Proven working experience as a Data Analyst or Business Data Analyst.

Skills and Abilities

- Ability to deliver through periods of change and support organisation wide projects.

- You will have demonstrable experience in analysing data.
- Able to give and take constructive feedback and share learning with colleagues.
- You are committed, independent, reliable and solution focussed.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email humanresources@policeconduct.gov.uk

Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues. Our business need framework guides our decisions about when it is best to work onsite (in our offices or other appropriate locations) to complete tasks most effectively or when to work remotely, offering colleagues flexibility to work where they feel most productive and supporting work-life balance. The model also encourages staff to feel welcome at the IOPC by ensuring we have opportunities to work face-to-face as teams.

Preparation checklist

- ☐ Review the full job description
- ☐ Review the behaviours and the descriptors for each behaviour
- ☐ Review the Strengths dictionary
- ☐ Review the IOPC values
- ☐ Consider your Strengths (if applicable)
- ☐ Consider drafting example answers that cover the specific elements
- ☐ Prepare some questions to ask the interviewers