

Role Profile and Person Specification

ROLE PROFILE

Role Title:	People Systems Analyst	Leadership level:	<i>To be determined at later phase</i>
Post reference:	20498	Job family:	<i>To be determined at later phase</i>
Grade:		Location:	
Allowances:		Politically restricted post:	No
Area command / Department:	People Services	Vetting level:	RV
Reporting to:	People Systems and Analytics Manager	Date accepted as a role profile:	
Posts responsible for:	None		

Part A – Job Description

Overall purpose of the role:

Provide accurate and timely analyses of all aspects of people metrics to support resource planning, forecasting, training and capability and deployment activities throughout the Force to meet current and future demand. Manage and maintain the configuration of core people systems to ensure they remain up to date and fit for purpose.

Key responsibilities of the role:

1	Undertake the production, analysis and dissemination of people metrics highlighting areas of concerns, trends or issues that may impact the Force and provide recommendations to mitigate any risks.
2	Develop and manage various workbooks and databases and produce bespoke analysis to build an effective understanding of establishment, training and capability, people performance, attendance metrics and equality monitoring.
3	Participate in various workforce meetings to ensure decisions regarding the recruitment, retention and development of sufficiently trained officers and staff are underpinned by robust analysis and all required information is available to support decision making.
4	Undertake the preparation, verification and provision of force data requests for external clients including periodic Home Office returns, Freedom of Information requests and ad-hoc enquiries to comply with national requirements.
5	Work in partnership with key stakeholders including People Services and People Development colleagues, senior management teams, Digital Policing, Finance, Transformation teams and external software suppliers, gathering and sharing information to support the development and delivery of business objectives.
6	Develop and maintain quality assurance processes for data in all people systems to ensure strategic and local decisions are based on robust, accurate and reliable data.
7	Manage the development, configuration, maintenance, and business

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	integration of all core People Services systems and act as the technical point of contact and interface between People Services, software providers, Digital Policing and system users.
8	Ensure system modifications and testing of system changes always takes place to enable systems to remain up to date and fit for purpose.
Part B – Scope of contacts	
Internal / External relationships:	
<p>Internal: People Services, Digital Policing, Transformation, Finance and People Development teams.</p> <p>External: Other forces counterparts, Home Office and College of Policing data and policy teams.</p>	

Part C – Competencies and Values
Northumbria competencies and values framework (NCVF)
<i>Level – tbc</i>

Part D – Continuous Professional Development (CPD) role 6 months to be determined	
First 6 months	
1	
2	
3	
4	
12 months and beyond	
5	
6	
7	

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8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> Educated to degree level or equivalent experience. Solid understanding of establishment management, core system activities and practice. Strong data analysis, handling and reporting skills. Ability to understand and assimilate complex information and generate options and recommendations. Excellent analytical and numerical skills. 	<ul style="list-style-type: none"> Experience in a workforce design and / or development function. Experience working within the public sector. 	Application/interview/CPD
Planning and organising	Ability to prioritise and complete multiple responsibilities and projects simultaneously	Experience of reporting against targets.	Application/interview/CPD
Problem solving and initiative	Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.		Application/interview/CPD
Management and teamwork	Ability to build strong working relationships, demonstrating high level of professional credibility at all levels.		Application/interview/CPD

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Communicating and influencing	<p>Excellent interpersonal skills.</p> <p>Ability to communicate complex information clearly and succinctly, both verbally and in writing</p> <p>Ability to work as part of a team, effectively influencing peers.</p>		Application/interview/CPD
Other skills and behaviours	<p>Advanced user of Microsoft Excel</p> <p>Evidence of analytical thinking</p> <p>Strong focus on customer service ethos.</p> <p>Self-motivation, initiative and drive, and the ability to demonstrate professional resilience</p>		Application/interview/CPD