



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 4

### Group Family: Generic - Analysts

### Job Description: Analyst Support Officer

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<b>JD Evidence</b>	

## HQ Job Description

<b>Job Title</b>	Analyst Support Officer
<b>Directorate</b>	Generic – Analysts
<b>Band</b>	4

<b>Overview of the job</b>	The Analyst Support Officer is responsible for collating, analysing and disseminating data for the Directorate / unit's objectives.
<b>Summary</b>	The job holder will provide analytical support to their unit. They will be responsible for maintaining administration systems effectively and efficiently within specified timescales.
<b>Responsibilities, Activities &amp; Duties</b>	<p>You will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Analyse and evaluate information to support and inform decision making for the Directorate</li> <li>• Produce a monthly information report and disseminate it as required across the directorate, collating feedback</li> <li>• Ensure all information systems are updated and maintained.</li> <li>• Provide advice and guidance to managers and staff on current trends and issues.</li> <li>• Maintain good working relationships with internal and external stakeholders.</li> <li>• Check management information received, determine level of importance and recommend responses and solutions</li> <li>• Analyse trends hot spot and general profile analysis, in order to identify potential areas of concern; regularly update line management</li> <li>• Organise, produce and maintain accurate records for area of work</li> <li>• Correspond with relevant stakeholders and agencies to ensure that they are aware of information and that the information is adequately shared</li> <li>• Collate information relating to relevant Service Delivery Indicators (SDI's)</li> <li>• Arrange any meetings including the preparation of paperwork, minutes and action points</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these.
<b>Technical requirements</b>	

<b>Ability</b>	
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<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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### Success Profile

Behaviours	Strengths	Ability	Experience	Technical
Making Effective Decisions	It is advised strengths are chosen locally, recommended 4-8.			
Communicating and Influencing				
Working Together				
Managing a Quality Service				