



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Group Family: Generic - Analysts

Job Description: Analyst

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HQ Job Description

Job Title	Analyst
Directorate	Generic – Analysts
Band	5

Overview of the job	This is a specialist role responsible for the analysis of complex and diverse data sets.
Summary	<p>The job holder will support the development of reporting data sets by providing analytical support for management information and statistics. They will develop and maintain data analysis tools to manage, summarise and present data in an understandable and usable format to internal and external stakeholders.</p> <p>The role will apply specialist analytical techniques to the maintenance and development of management information and statistics. They produce high quality statistical analysis, both on a regular and an ad hoc basis</p>
Responsibilities, Activities & Duties	<p>You will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide accurate and in-depth data analysis to support decision making. • Will develop and maintain data analysis tools for internal and external stakeholders. • Responsible for monitoring and responding to all external data requests into the directorate within specified timescales. • Supporting non-analytical colleagues in use and interpretation of data • Utilise contrasting and incomplete datasets to draw conclusions • Organise and prioritise own workload, ensuring that regular reports and information are provided on time and also responds to ad hoc data requests within specified timescales. • Responsible for the production of complex strategic reports including in-depth research and statistical analysis, the drafting of narrative and graphical representations in relation to management information. • Responsible for designing, operating and updating a range of reporting systems and databases, collating and supplying data for routine and ad hoc management reports safeguarding the confidentiality, integrity and availability of official data. • Produce reports and provide ad hoc contributions and briefing for PQs, FOIs • Develop and maintain data analysis tools to manage, summarise and present data in an understandable and usable format for internal and external stakeholders. <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>
Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Managing a Quality Service • Delivering at Pace • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.

Essential Experience	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.
Technical requirements	<p>Analyst posts will be open to individuals who are either members of one of the four government analytical groups (GORS, GES, GSS, GSR) or who are actively working towards this</p> <p>The minimum criteria for entry into the Government Statistical Service is a 2:2 degree in a subject containing formal statistical training, or at least 2 years relevant work experience with continuing professional development leading to a statistical qualification (RSS Higher Certificate of equivalent).</p> <p>The job holder should have knowledge of:</p> <ul style="list-style-type: none"> • the National Statistics protocols and procedures and understanding the implications of the 2007 National Statistics Acts • Analysing complex information using a range of statistical techniques • Developing systems to ensure data and analysis meet an appropriate level of quality assurance • A range of statistical packages, for example: SAS, Excel, Access <p>Excellent knowledge of a wide range of quantitative and qualitative analytical skills including:</p> <ul style="list-style-type: none"> • Descriptive statistics and data presentation • Statistical forecasting • Simulation modelling • Regression • Time series analysis
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • 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. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths	Ability	Experience	Technical
Changing and Improving	It is advised strengths are chosen locally, recommended 4-8.			Analyst posts will be open to individuals who are either members of one of the four government analytical groups (GORS, GES, GSS, GSR) or who are actively working towards this
Making Effective Decisions				The minimum criteria for entry into the Government Statistical Service is a 2:2 degree in a subject containing formal statistical training, or relevant work experience with continuing professional development leading to a statistical qualification (RSS Higher Certificate of equivalent).
Managing a Quality Service				<p>The job holder should have knowledge of:</p> <ul style="list-style-type: none"> • the National Statistics protocols and procedures and understanding the implications of the 2007 National Statistics Acts • Analysing complex information using a range of statistical techniques • Developing systems to ensure data and analysis meet an appropriate level of quality assurance • A range of statistical packages, for example: SAS, Excel, Access
Delivering at Pace				<p>Excellent knowledge of a wide range of quantitative and qualitative analytical skills including:</p> <ul style="list-style-type: none"> • Descriptive statistics and data presentation • Statistical forecasting • Simulation modelling

				<ul style="list-style-type: none">• Regression• Time series analysis
Working Together				