



HM Prison & Probation Service

HQ Job Description (JD)

Band 6

Directorate: Generic - Analysts

Job Description: Lead Analyst

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HQ Job Description

Job Title	Lead Analyst
Directorate	Generic – Analysts
Band	6

Overview of the job	The job holder will provide analytical support by identifying and analysing data and developing the most appropriate reporting methodology for that data to support the Directorate.
Summary	<p>The post holder is responsible for managing, collating and verifying databases to ensure the timely and accurate production of national, regional and local statistics / data to support the Directorates / unit objectives.</p> <p>The job holder provides complex, detailed and sometimes tactical policy advice to operational and non operational staff. In addition, the job holder will act as a central point of contact between internal and external stakeholders.</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"> • Will support the senior analysts in developing and delivering business intelligence tools and reports that support operational delivery. • Develop and maintain stakeholder relationships • Will work with internal and external stakeholder teams to develop and maintain a management information dashboard. • Support projects with data requests. • Act as an account manager to support analytical requests • Use all available data to identify emerging trends across the organisation and make recommendations for improvement • Identify options for potential solutions and assessing them for both technical and business suitability; • Overseeing implementation of a new system including data migration <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 relevant work experience with</p>

	<p>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	<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
			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	
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

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