Role Profile

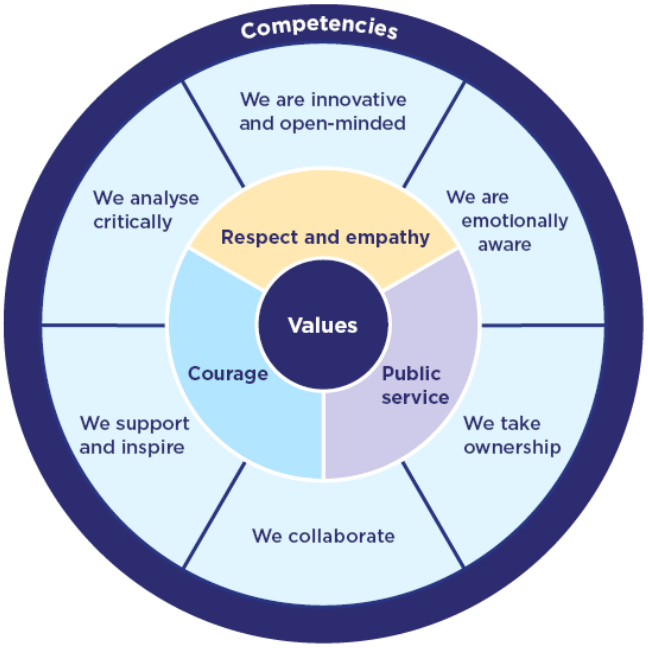
Role Profile Part 1			
Role title	ACRO Performance Researcher	**Grade/Rank**	Scale 5 bar 6
Dept/Area	ACRO Strategy and Development	**Vetting Level**	MV
Responsible to	ACRO Performance Analyst	**Staff line managed**	None
Reviewed by (Line Manager)	Honorine Djenaba-MacDonald	**Date**	25.03.2025
Purpose of Job	To supply timely and appropriate performance information to ACRO based on Force and ACRO information, promoting 'Best Practice' and identifying areas for improvement.		
Key Accountabilities	1. To research information regarding all performance data and quality issues. 2. To assess and analyse all relevant performance information according to relevance, reliability, accuracy and timeliness. 3. To disseminate research findings clearly, to appropriate personnel in graphical, verbal or written format identifying trends, and simplifying complex performance data. 4. To maintain and update locally required performance information and make it available to relevant personnel by use of force information communications systems. 5. To maintain effective channels of communication with operational police officers, ACRO staff, other forces and external agencies in order to obtain and disseminate all relevant information. 6. To maintain and provide management information to the Senior Management team. 7. To provide interpretation of data acting as point of reference for questions relating to performance information. 8. To carry out quality performance audits on issues as raised by local management or by force directive. 9. To be aware of Force policy on Equal Opportunities and Data Protection and to comply with the legislation and standards of "good practice". 10. To give regular and effective service Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. ACRO may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. ACRO is hosted by The Chief Constable of Hampshire and Isle of Wight Constabulary (HIOWC). ACRO staff are employed as police staff under		

	HIOWC terms and conditions with supplementary ACRO procedures and guidance.
Additional Requirements	All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. Keep up to date with changes in legislation, local procedures and/or policies that affect working practices and the use of police databases or systems (including European or International requirements where appropriate). **Bar criteria for progression from Sc5 to Sc6**: • The staff member must have attained satisfactory performance as an ACRO Performance Researcher (all National Occupational Standards (NOS), personal qualities and key accountabilities) • The postholder to demonstrate they are competent in the use of all computer applications used for data capture, analysis and presentation • The staff member meets the force attendance standard in the last 12 months (or if not, exceptional circumstances have been accepted to mitigate the absence); • The staff member must not be subject to any misconduct considerations or sanctions. May be asked to carry out fire warden duties to meet required standards if required. There may be a requirement to work unsocial hours occasionally in order to respond to operational demands for which the appropriate recompense will be paid.

Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 1 We Take Ownership Level 1 We Collaborate Level 1 We Analyse Critically Level 1 Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: Educated to QCF Level 3 (2 passes) OR work experience deemed to have brought the postholder to a comparable level. Desirable: Educated to BTEC Higher/Degree level or equivalent professional qualification.		
Experience and Skills	Essential: Experience working in a busy office environment involving the use of computers for data entry and analysis. Competent in the use of IT and good working knowledge of Microsoft Excel to reconcile and review data. Experience in maintaining and updating complex record keeping systems. Competent in communicating information clearly to staff at various levels of the organisation. Desirable: Knowledge of police computer systems. Experience of working in an analytical role.		
Approved by People Services	Kat Stypulkowski	**Date**	08.04.25

Role Profile

Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We Collaborate	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and conferences should be attended to benefit professional learning and development.		