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| **TERMS OF REFERENCE** | |
| **PART A – POST DETAILS** | |
| **Post Title** | INT OFFICER |
| **Rank** | OF3 |
| **Location** | Portsmouth (Whale Island) |
| **HRMS Position Number** | 2116889 |
| **Line Manager Name/Grade** | Business Intelligence Lead / OF4 |
| **Day-to-day Supervisor (if different)** |  |
| **Countersigning Officer Name/Grade** | Head of PIIAC / B1 |
| **Working Pattern (FT/PT/Alternative)/hours** | FT |
| **Security Clearance Required** | SC |

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| **PART B - ORGANISATION & BACKGROUND** |
| **Details of Organisation/Business Directorate**  The People and Training Directorate was formed on 31 Jan 20 following the integration of the ACNS Pers/NAVSEC and ACNS Trg/FOST Organisations. The Director People & Training (Dir P&T) is responsible for attracting, training, sustaining and retaining inspired, capable and motivated people in an agile and flexible Whole Force to enable the Royal Navy to succeed on operations by *putting our people capability first.*    Additionally as the Naval Secretary they are responsible for advising the First Sea Lord & Chief of Naval Staff on all matters relating to Flag and General Officers’ appointing. They are supported in the fulfilment of these specific NAVSEC duties by the Naval Assistant.  Dir P&T is additionally responsible for all activities undertaken at Britannia Royal Naval College (BRNC), Command Training Centre Royal Marines (CTCRM), HMS RALEIGH, HMS COLLINGWOOD, the Institute of Naval Medicine, HMS TEMERIARE, and the Training Management Group (TMG) where the majority of individual Naval training is conducted including Phases 1, 2 and 3, as well as hosting a number of lodger Units at these sites.  Dir P&T is additionally, the Operating Duty Holder (ODH) for all Royal Marines Training undertaken at CTCRM and all Diving Training undertaken at the Defence Diving School at Horsea Island. They are supported in this Role by the Delivery Duty Holders for each of these activities, and by SO1 Ops, the Directorate Environmental & Safety Officer, and Senior Operators for each activity.  The Directorate is currently undergoing a number of major change programmes which are focussed on delivering the P&T Strategy to ensure the whole force can: *Join Well, Train Well, Work Well, Live Well, and Leave Well.* To enable this, we are transforming how the organisation is structured to ensure it *runs well* and driving digital and technological advancement to improve our people analytics and workforce planning to improve the lived experience of our people, presenting opportunities for them to thrive and unlock their potential as valued and respected individuals who operate to fight and win.  A Navy Command Centre of Expertise which is capable of collecting, fusing, analysing and exploiting information, data and knowledge on the workforce and their behaviours in response to current and future operations, events and activities leading to the generation of:    (1) A dynamic People Intelligence Picture which: identifies threats and risks to the workforce; understands their impact on the workforce over time; enables timely and informed decision making to reassure and protect the workforce; and informs the development of best-practice policies and training.  (2) A dynamic Recognised People Picture (RPP) on the status and health of the workforce.  (3) Establishes and maintains systems to enable self-service regular and provide ad-hoc reporting.  (4) Undertake high level interrogation of people, training and recruitment systems. |
| **Job Purpose - background and context**  Data analysts are highly skilled and experienced professionals providing credentialed data expertise and technical analysis support to various product and project teams. They are able to take ownership of the Directorate’s data analytics and reporting to empower the PIIAC and guide business decisions. They will be able to provide support in the creation of detailed analytical models by providing expert opinion related to the integration and processing of data relevant to the business, and analysing business process and discrepant data scenarios.  They will be responsible for providing high level advanced triage support to stakeholders, business partners, and product teams in managing specific issue resolution activities.  They will utilize programmatic and quantitative methods to identify patterns and relationships in large data sets, as well as apply mathematical, statistical, and other data-driven analysis to address intelligence questions.  They are also responsible for performing quantitative analysis of complex business situations, such as strategies, performance, and solutions involving sales and customer performance.  Besides using quantitative tools, they should also be able to apply advanced computer modelling, database tools and/or other approaches in conducting the analysis |

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| **PART C - RESPONSIBILITIES** | |
| **Specific responsibilities** | |
| **Responsibility** | **Percentage[[1]](#footnote-2)** |
| 1. Oversee advanced analytics across the RN organization including delivery and operations | 40 |
| 1. Work closely with the broader PIIAC leadership to define the overall strategy for advanced analytics across the organization, and then work to implement and execute the strategy | 20 |
| 1. Ensure continued stakeholder sponsorship and alignment | 10 |
| 1. Responsible for organization performance and outcomes | 15 |
| 1. Oversees maturity of advanced analytics capabilities | 15 |

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| **PART D - SUCCESS PROFILES** |
| **Behaviours:**   * Leadership   **Experience:**   * Excellent analytical skills * Critical thinking: able to look at numbers, trends, and data and come to new conclusions based on the findings * Attention to detail * Experience in quantitative analysis and statistical modelling * Must be able to work well under pressure and achieve results within the scheduled time-frame * Exceptional writing and verbal communication skills to perform their job duties and manage others. * Understanding of Agile development methodologies, software design patterns, network design and architecture * Understanding of Scripting experience in (Python, Perl, JavaScript, Shell); Practical knowledge of data in various forms (data warehouses/SQL, unstructured data environments/PIG,HIVE, Impala) |

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| **PART E - LEARNING & DEVELOPMENT** |
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| **PART F - SIGNATURES** | |
| **Post holder:** |  |
| Name |  |
| Signature |  |
| **Line Manager:** |  |
| Name |  |
| Signature |  |
| **Date agreed:** |  |
| **Date for review:** |  |

1. To add up to a total of 100%. Only each Main Responsibility requires a % of the whole time to be apportioned not the supporting outputs. [↑](#footnote-ref-2)