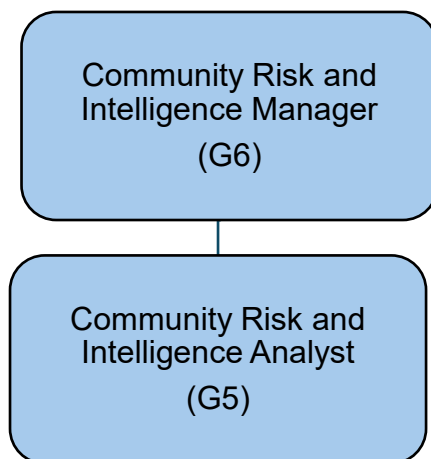


Job Title	Community Risk and Intelligence Analyst		
Post Reference		Temporary/Permanent	Permanent
Grade	5	Hours	37
Reports to	Community Risk and Intelligence Manager		
Line Management Responsibilities (Direct and Indirect)	None		
Directorate/ Department	Corporate Services		
Location	Newsham Court		
Politically Restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		

Organisational Structure



Key responsibilities and Deliverables

- Collate, maintain and analyse data using appropriate software systems, to inform strategic decision-making. Including demographic, incident and vulnerability information and internal, external and national datasets.
- Produce scenario and predictive models, risk maps, thematic reports and analytical products, using established tools, templates and processes.
- Contribute to the development of risk assessment methodologies, using statistical techniques and programming languages to exploit available data where appropriate. Work with the Community Risk and Intelligence Manager to build models of risk and mitigation.
- Provide analytical support to projects, evaluations or workstreams related to corporate planning, community risk, prevention, protection, or operational response deployment.
- Collate, organise and present data in appropriate formats based on requirements of audience and stakeholders.
- Make use of Geographical Information Systems (GIS) in the collation and presentation of data.
- Interpret, communicate and present analytical findings in oral, graphical and written form, ensuring these meet user requirements.
- Listen to and interpret the needs of stakeholders to effectively deliver and manage requests and expectations.

Person Specification

Qualifications and training	On recruitment	After Training
Good level of general education (5 GCSEs at grade C/4 or above including English and Maths)	x	

Knowledge, skills and experience	On recruitment	After Training
Understanding of data administration, management and assurance functions (collection, analysis, distribution)	x	
Strong, proven numeric and analytical skills with an ability to focus on detail and understand the use of statistics in analysis.	x	
Ability to assess requests for analysis, extract, analyse and interpret data in a structured and logical manner.	x	
Proven experience within a data, statistical, or analytical environment, including developing analytical solutions for planning or resource allocation.	x	
Ability to present analytical insights effectively to a variety of audiences both in writing and verbally.	x	

Experience of working effectively as part of a team and with internal and external partners, including senior stakeholders.	x	
Good organisational skills and the ability to manage a varied workload and competing deadlines.	x	
Awareness of Data Protection legislation and data sharing protocols.	x	
Experience of processing data using Geographical Information Systems (GIS).	x	
Use of data analysis tools, software and programming languages (e.g. Power BI, SQL Python, R).		x

<p>Other Requirements</p> <p>Ability to travel to other locations within the county of Berkshire</p> <p>Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.</p>

<p>RBFRS Behaviours</p> <p>The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.</p> <p>This level this role operates is Leading Yourself</p>

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every

	day. We take responsibility for leading in a way that lets people know they belong.
Leading the Service (Behaviours for those in Senior Management Positions)	
Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Profile prepared by:	Community Risk and Intelligence Manager		
Approved by:	Annie-Rose Pratt		
Profile Effective from:	May 2026	Last reviewed:	May 2026
Post holder name:		Signature:	
		Date:	