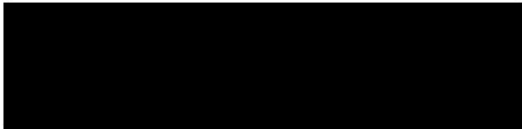




CIVIL NUCLEAR CONSTABULARY

Email



The Executive Office
Civil Nuclear Constabulary
Building F6 Culham Science Centre
Abingdon

Oxon
OX14 3DB

Tel: 03303 135400

Website: <https://www.gov.uk/cnc>

20th January 2022

Dear 

I am writing in response to your request for information regarding the below. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

- 1. I would like to know the staff numbers for employees working in Data Science and Data Analyst roles within your organisation over the last 5 calendar years (2021, 2020, 2019, 2018, 2017).**
- 2. For each year could you also provide an overall estimated staff bill, broken down by year?**
- 3. If possible, please provide some detail about the job role requirements/responsibilities.**

1. 1 Data Analyst

2.

| | 2017-2018 | | 2018-2019 | | 2019-2020 | | 2020-2021 | | 2021-2022 | |
|----|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|
| | From | To | From | To | From | To | From | To | From | To |
| T2 | £29,133 | £35,607 | £29,570 | £36,142 | £30,162 | £36,865 | £30,917 | £37,787 | £30,917 | £37,787 |

3. Please find attached the job description for the role of Data Analyst

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 10 civil nuclear sites in England and Scotland and over 1600 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the National Police Chiefs' Council (NPCC) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established memorandums of understanding with the local police forces at all 10 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Kristina Keefe
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information

Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Kristina Keefe
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB
E-mail: FOI@cnc.pnn.police.uk

Yours sincerely
Kristina Keefe
Disclosures Officer



Civil Nuclear Constabulary JOB DESCRIPTION

| | |
|--|---|
| Job Title: | Data Analyst |
| Job Grade: | T2 |
| Reports to (Job title): | Shared Services and Continuous Improvement Manager |
| Department / Unit: | Finance and Business Efficiency |
| Department Purpose: | To provide the Finance and Business Efficiency Services across the whole of CNC. |
| Job Purpose: | <ul style="list-style-type: none"> • This role is responsible for the successful management of integrated data and testing for business systems and their supporting processes to meet CNC's strategic efficiency and business capability. They will work with a multi-disciplinary team of specialists from across the organisation, co-ordinating activity between them. • The post holder is the business system data lead for change projects, the ERP system lead and the key interface to the IT department in managing interdependencies. • Take the lead for the Finance and Business Efficiency team on Sharepoint management and data retention (related to GDPR) |
| Job Dimensions: (eg. staff, budget, area of impact,) | <ul style="list-style-type: none"> • The post is part of the Finance and Business Efficiency Team. • The post will be the main point of contact for all issues on Data assurance • Responsibility for leading CNC testing and controls of shared service systems |
| Principal Accountabilities: | <ul style="list-style-type: none"> • Support the Business System Change Manager in the development of operational business systems and associated processes against strategic aims • Have an in-depth understanding of the CNC implementation of the CNC's ERP system (currently Oracle), including associated processes and interfaces • Primary liaison with CNC IT Department on interdependencies between the ERP system and any IT change programme, as well as BAU patching, hardware replacements and software updates • Manage and co-ordinate the MFSS Adviser network and run the user group, including managing the shared mailbox and acting as a point of contact for Adviser queries • Co-ordinate the ongoing training and development of the Adviser network (not necessarily delivering the training but making sure it happens) • Manage MFSS audit requirements, liaising with workstream leads to ensure this is completed in line with audit timescales and requirements (e.g. audit of user access twice yearly) • Track and monitor all CNC change requests including submission, testing and implementation • Manage Teamforge access request/paperwork and audit of this |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Act as Data SME (Subject Matter Expert) in future related projects, implementations and upgrades to the ERP system, working with interdisciplinary project teams comprising CNC, MFSS, other partner forces and CapGemini staff. • Managing the end to end testing regime across the MFSS suite of systems, co-ordinating all system managers and testers to ensure interdependencies are taking into account during testing. This includes raising of testing faults with MFSS and monitoring their progress to resolution • Manage the production and maintenance of Knowledge Articles • Take the lead for the Finance and Business Efficiency team on Sharepoint management and data retention (related to GDPR) |
| <p>Organisational Structure:</p> | <p>Organisation chart Attached</p> |
| <p>Nature and Scope: (key relationships, job context)</p> | <p>Key relationships will be with:</p> <ul style="list-style-type: none"> • MFSS system application team • Managers and Officers in external MFSS partner forces • Managers within Finance, Planning and Performance Dept. • Department Heads, Divisional Commanders, Senior Managers / Officers • Data owners • IT Department <p>The job may involve some travelling to sites throughout the UK and a number of locations necessitate overnight stays.</p> |
| <p>Knowledge, Skills and Experience: (replaces the previous Person Specification)</p> <p>These features will be used to assist with shortlisting against the role.</p> | <ul style="list-style-type: none"> • Educated to A level standard, with GCSE in Maths and English. • Experience of implementing, or assisting the implementation, of system upgrades • Ability to use a range of ERP systems and exact data (Use of Power BI, Apex, Oracle Cloud Reporting, or similar) • Excellent spreadsheet skills • Excellent document writing skills. • Good communication, interpersonal and influencing skills. • Organisation, ability to prioritise workload, time and deadline conscious, excellent attention to detail; • Research and analytical skills, which should include being able to analyse, interpret data sets and present data in a concise format. • Strong listening and recording skills with an ability to pay attention to detail. • Capable of working unsupervised. • A mature, responsible proactive approach to work. • The ability to travel <p>The post holder must comply with Equalities Legislation and promote equality, diversity and inclusivity through their daily interactions. The post holder must avoid any behaviours which discriminate against others on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, political opinion or trade union membership.</p> |

Other

- The above is only an outline of the tasks and responsibilities of the role. The Postholder will carry out any other duties as may be reasonably required by Postholder's Line Manager.
- The Job Description may be reviewed on an on-going basis in accordance with the changing needs of the Department/Unit and the Civil Nuclear Constabulary (CNC).

Date Prepared: 23rd August 2018

Prepared by:

Authoriser permission:

██████████

Date of permission:

23rd August 2018

The above details outline the scope of the role and should not exceed two sides of A4. Where this is not adhered to, then the job description will not be progressed through associated processes including job evaluation and will be returned for review.