

## **JOB DESCRIPTION**

<b>Post:</b>	Senior Analysis Manager	
<b>Grade:</b>	Band H	<b>Job Evaluation Ref:</b> D1962
<b>District/Department:</b>	Joint Strategic Business and Operational Services (SBOS)	
<b>Sector/Section:</b>	Analytics and Insight	
<b>Location:</b>	OCC, Wymondham or PHQ, Martlesham	
<b>Reporting to:</b>	Head of Analytics and Insight	

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To lead all analytical teams whilst supporting the Head of Service in the development of departmental strategy, policies and plans, ensuring that department objectives are met.

### **2. Main activities of the role (This list is not exhaustive)**

- Manage and motivate team performance, providing direction and leadership
- Prioritise, allocate and quality assure work across all analytical teams, taking strategic responsibility for staff welfare, training and development
- Regularly evaluate performance and development needs to ensure that development requirements are identified and addressed, performance issues are managed effectively and exceptional work is recognised and rewarded
- Develop the analysis function across Norfolk and Suffolk Constabularies, in order to provide internal, external and partnership insight through accurate, high quality analytical and research products
- Provide advice and support to other departments regarding strategic, performance and operational analysis
- Support the Strategic, Business and Operational Services senior leadership team in effectively managing any change programmes or projects
- Oversee the development of reports and analytical products/processes to inform decision making and direct departmental, organisational or partnership activity at all levels
- Support the development and application of threat, risk and harm methodology within the department, to assist the identification, assessment and prioritisation of issues of risk to the Constabularies
- Promote the concept of Evidence Based Policing across the organisation and within the department
- Provide advice and expertise to the Operational, Performance or Strategic managers and teams on product/process development as well as on analytical/research techniques and methods, including both quantitative and qualitative
- Work closely with the Head of Service to drive and embed innovation and continuous improvement in analytical and research capabilities including engaging with partners, other forces and national agencies/organisations to identify and apply best practice
- Provide leadership and direction across all analytical capability, breaking down barriers, overcome parochialism if it occurs and building a collegiate approach to service delivery between the teams
- Deputise for the Head of Analytical Services
- Liaise with the Data Insight Manager to ensure that analytical capabilities are maximised through the departments Data Strategy.

- Drive a data led culture across all analytical teams, looking at how best to access, manipulate and interpret data to provide insight
- Support and where directed lead on liaison with partners to ensure that analytical products are balanced and reflect all available information/perspectives and that opportunities for collaborative working are identified and maximised
- Support business leads in promoting good data quality by identifying risks and ensuring that mechanisms are in place across all analytical teams that can be used to facilitate improvement
- Ensure the delivery of key analytical products such as the strategic assessment and associated control strategy, tactical assessments and operational analytical products, performance frameworks and OPCC performance papers.
- Support Analysis Managers in preparing and guiding staff who may be required to present at court
- Manage and maintain the structures and governance that ensures timely and accurate delivery of statutory data requirements, such as Annual Data Returns, Freedom of Information requests, HMICFRS and Home Office data requests
- Any other duties that are commensurate with the role and grade as may be requested by management.

**3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Senior Analysis Manager

**District/Department:** Joint Strategic Business and Operational Services (SBOS)

**Location:** OCC, Wymondham or PHQ, Martlesham

### **Essential Criteria**

1. Significant experience at middle management level, ideally within an analytical field, demonstrating effective use of initiative, leadership and people management skills with experience of developing teams to achieve results
2. Proven ability to analyse and interpret complex problems, use creative thinking and problem solving skills to identify solutions, manage their implementation and evaluate their effectiveness
3. Demonstrate effective written and verbal communication skills, with the ability to present, consult, advise and debate complex issues to audiences of all levels
4. Demonstrate the ability to identify improvement opportunities in processes and products and deliver changes across multiple teams
5. Demonstrate and promote an applied understanding of performance, strategic and intelligence reporting requirements
6. Demonstrate the ability to use own initiative and work efficiently under pressure to meet deadlines
7. Experience in articulating a vision and changing culture to deliver strategy, ideally within an analytical environment.
8. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate

### **Desirable Criteria**

1. Qualifications in a related field e.g. Masters in Criminology or Criminal Justice, or Degree/Post Graduate level qualification in Management
2. A working knowledge of Evidence Based Policing principles
3. A working knowledge of analytical and data processing/visualisation software such as i2 or Power BI
4. Applied knowledge of relevant legislation and/or guidance for example; Freedom of Information Act, General Data Protection regulation, Information Sharing, Disclosure