

<b>Job Title:</b> Child Exploitation CE Data Analyst	<b>Role Profile Number:</b> BSN142
<b>Grade:</b> N	<b>Date Prepared:</b> April 2021
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Business Development Manager
<b>Structure Chart attached:</b>	Yes

### **Job Purpose:**

As part of the development of our Integrated Adolescence Service we require a professional to join the team to triangulate and understand the data we hold across the partnerships relating to Child Exploitation and Children at Risk. A key component of achieving this will be through the implementation of the CE vulnerability tracker and analysis of this information.

Swindon are developing a more informed approach to the work with children and young people at risk and this role will be part of this. The post holder will work closely with the new integrated adolescence service which includes the Opal Child Exploitation Team, Youth Justice Team, Youth Engagement Team, Edge of Care Team and Wiltshire Police. The post holder will be required to co-ordinate the information available from a number of agencies to gain a broader understanding of young people at risk. This will include Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and will include assessing the prevalence of County/Local Lines in the area.

The Post holder will be able to draw on information and expertise from partner agencies but will also be expected to be able to work independently to gather and analyse new data.

### **Key Accountabilities:**

This role will be required to deliver on specific objectives which are set out below.

- To map and analyse risk to children and young people across Swindon from CSE, CCE, County Lines and wider criminal exploitation and to use that data to inform partnership working that will help address and reduce risk.
- To rapidly assess existing data strands, intelligence and information held across the partnership in relation to Child Sexual Exploitation (CSE), child criminal exploitations (CCE) and to identify gaps.
- To work with frontline practitioners to gather qualitative data that will inform our understanding of where geographical and demographic risks are - which cohorts and which localities are most vulnerable

- To work with Police data analysts and other key QA leads in ensuring our response is informed by local realities especially any geographical hot spots that require specialist attention
- To collate and present the findings of existing data and mixed methods research to clearly and articulately identify existing risk, emerging risks and identify where partnership working can effectively mitigate those risks

**Knowledge & Experience:**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Knowledge and experience of developing systems, policies, procedures and / or practices.
- Detailed operational knowledge of systems in terms of functionality, capability and availability including use of Microsoft applications and specialist systems.
- Specialist knowledge and experience of information analysis, statistical concepts and statistical packages – including ability to use advanced formula, macros, large databases.
- Proven ability to apply initiative and strategic awareness to problem solving and decision making.
- Knowledge and expertise in use of GIS or equivalent mapping experience/skills.
- Proven experience of collating, analysing, interpreting and presenting highly complex information and outcomes.
- Ability and confidence to work constructively with senior managers and partners, offering a critical perspective and appropriate challenge.
- Ability to relate and communicate effectively verbally and in writing, with a wide range of audiences including service users, professional staff and senior managers in various agencies.
- Ability to produce clear and concise reports for strategic Boards and meetings.
- Understanding and experience of working within information governance and data security guidelines.

**Qualifications:**

- Degree in relevant profession, or equivalent experience/skills.
- ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related IT systems.
- This role requires working in partnership with the police and having access to Police related systems and will be subject to a NPPV Check at **Level 2\*** (\*Regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret')
- This role requires an advanced DBS Clearance.

**Decision Making:**

- Demonstrable evidence of successful problem solving
- A level of discretion is required in deciding what course of action to take and how to operate within the policy framework.
- Management of high-risk, sensitive multi-agency information

## Creativity and Innovation

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role
- Creative problem solving of issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services and the reputation of the council.

<b>Job Scope</b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b>	<b>Responsibility</b>	No
<b>Typical tasks supervised/allocated to other</b> Administrative tasks, Management of high-risk, sensitive multi-agency information	<b>Asset Responsibility:</b>	Resources and IT equipment

## Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

## Other Key Features of the role

- Deals with highly sensitive information
- High level of confidentiality required
- This role requires working in partnership with the police and having access to Police related systems and will be subject to a NPPV Check at **Level 2\*** (\*Regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret')
- This role requires an advanced DBS Clearance.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	