



## Role Profile

<b>Job Title:</b> Community Safety Partnership (CSP) Business Intelligence Analyst	<b>Role Profile Number:</b> SBC_11941
<b>Grade:</b>	<b>Date Prepared:</b> 04/09/2023
<b>Directorate/Group:</b> Adults	<b>Reporting to:</b> Strategic Community Safety Partnership Manager
<b>Structure Chart attached:</b>	

### Job Purpose

We are looking for an experienced candidate who can innovate and use problem-solving skills to analyse data and make informed decisions at a strategic level. The post holder will develop, design and undertake research to produce products with recommendations to aid decision making by the Community Safety Partnership Executive Board and Strategic thematic groups.

As a natural leader, you will use your interpersonal skills to develop strong working relationships with stakeholders across all Community Safety Partners. We have a focus on putting residents at the heart of all that we do, and so we are looking for a candidate who shares the same values as we do.

The purpose of this role is to prepare analytical products to aid strategic decision-making and tactical delivery plans related to our priorities. To be involved in the problem-solving process applying a variety of research methods and analytical techniques to develop knowledge and understanding of issues affecting Swindon's communities. To lead on the development, analysis and production of CSP products including the Strategic Assessment, Serious Violence Duty and strategic delivery plans.

In this exciting new post the role holder will be key in implementing an influencing the Partnership's performance culture and will act as senior lead on performance improvement and analytical techniques.

The role holder will design and embed the Partnership's response to data and performance, creating a framework which aligns to local and national priorities to ensure delivery of Partnership priorities and statutory responsibilities.

### Key Accountabilities

- To support CSP decision making through production of analytical products related to the strategic priorities
- Establish and promote a strong performance culture and achieve a culture of continuous improvement, where performance information and business insight is at the heart of decision making

- Networking with and influencing senior leaders across the partnership in order to providing advice and guidance on how to manage and improve performance in business areas through the use of analysis, and developing and embedding BI technologies.
- This will include engaging other crime and intelligence analysts and researchers in the partnership and to provide strategic and tactical information and intelligence.
- Lead on the development of the CSP strategic assessment and other priorities as directed by the Executive board such as Serious Violence Duty, Clear Hold and Build and Domestic Abuse Safer Housing Duty
- Support the strategic manager in developing and implementing a robust and consistent Performance Management Framework into the CSP, covering all areas of business.
- Design and develop a partnership quality assurance framework to deliver improved outcomes and effectively promote the wellbeing and interests of Swindon community
- Playing a key role in ensuring outcomes are directly linked to objectives agreed at the beginning of the year, working these into specific activities and action plans
- Lead on the identification of strong/underperforming areas of partnership performance through the use of analytical techniques and scorecards.
- Be the partnership lead on analytical techniques, producing and presenting performance reports as required to provide effective analytical leadership to the Community Safety Partnership and their functions within the legal and regulatory frameworks (Crime and Disorder Act 1998, Anti-Social Behaviour Crime and Policing Act 2014)), policies and procedures
- To provide advice and expert recommendations with regard to policy and legislation ensuring they keep themselves, staff and the executive partnership up-to-date.
- Be responsible for writing reports and analytical products for a range of audiences e.g. delivery group, elected members, Police and Crime commissioner.
- To ensure all data and information sharing is in line with data-sharing protocols and to ensure these are embedded within partner agencies.
- In relation to allocated areas of responsibility, ensure that the CSPs evidence base on crime and disorder properly reflects the perceptions and experience of local people, undertaking research where necessary, in order to provide a sound statistical basis for planning and decision making.
- Ensure that adequate monitoring and evaluation processes are in place to achieve funding criteria and compliance with partner finance regulation and funders' conditions of grant.
- Ensure that the Partnership complies with all statutory data return requirements to the Home Office

### **Supplementary Accountabilities**

- Promote equality and diversity best practice in all areas of work.

- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.
- You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.
- Undertaking any other duties that can be accommodated within the grading level of the post.
- Due to the nature of the business, the post holder will represent the Community Safety Strategic Manager on all matters relating to their responsibilities as appropriate.

### **Knowledge & Experience**

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

- Able to produce analytical products from a wide range of data sets and intelligence to provide an informed and accurate picture
- Experience of working in a Criminal Justice or Local Authority background and comprehensive knowledge of how the business functions
- Excellent interpersonal skills and the ability to interact with persons from a wide range of backgrounds.
- Experience of working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies.
- Excellent verbal and written communication skills, with excellent attention to detail.
- Ability to travel throughout the Borough.
- Experience of developing and delivering performance management and research in a public sector or related environment and the use of performance management to drive improvement
- Experience of working in a multi-agency environment
- Experience of working across a multi-faceted and diverse environment with a range of stakeholders and systems
- Strong awareness of the use of evaluation and performance in a public sector context and their use to drive improvement
- Knowledge and experience of data protection, accessible information and data sharing procedures appropriate to community safety
- Ability to work effectively in partnership and build strategic alliances.
- Proficient in the use of technology.
- Experience of preparing, writing and presenting business plans, action plans and other reports as required.
- Able to work on a strategic level to effect change.
- Able to plan effectively and set goals and work within timescales.
- Able to communicate effectively and promote the work of the CSP Executive and Partnership
- Able to communicate effectively and present information clearly to a range of audiences
- Ability to write clear and timely reports



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