# **London Borough of Lambeth**

**Job Description**

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| **Job Title:** | Intelligence Analyst  |
| **Directorate:** | Children’s Services |
| **Division:** | Community Safety Service |
| **Responsible to:** | Prevention and Disruption Manager |
| **Responsible for:** | None |
| **Grade:** | PO4 |

Main Purpose

To collect and analyse a range of data and to provide analysis to assist the performance management of programmes and initiatives by the Safer Lambeth Partnership to reduce crime and disorder in Lambeth. The post holder will act as the lead intelligence analyst for gang and group offending.

## Principle Accountabilities

To source, collect, analyse and report on crime and other relevant data from a range of agencies in the London Borough of Lambeth on behalf of the Safer Lambeth Partnership (Crime and Disorder Reduction Partnership).

To support the Safer Lambeth Partnership with data collection, data monitoring techniques and systems.

To use this data to make informed recommendations to senior managers about the development of strategy in relation to crime and disorder reduction and reducing harm, informing decisions about the tasking and deployment of resources.

To lead and drive the effective sharing of information between statutory and voluntary sector partners to support improved partnership working and the effective targeting of resources.

To analyse and evaluate various data and intelligence from partner agencies and to strategically guide the use of resources to tackle crime and disorder including environmental crimes.

To report findings, by producing Performance Management reports, to the Partnership and Executive Boards of the Safer Lambeth Partnership, senior managers and other relevant partners to support effective performance management of delivery to meet national and local targets.

To undertake research and identify good practice to assist the Safer Lambeth Partnership to develop and evidence effective responses to crime & disorder and substance misuse in Lambeth.

To create problem profiles, network charts and other analytical products to identify gang and group offending patterns in Lambeth to aid in reducing the impact of gangs and criminality on the community.

## Key Duties

1. Provide in-depth analysis of the crime trends within Lambeth, utilising a range of sources and techniques, including statistical analysis, quantitative analysis, GIS (Geographical Information Systems) analysis, etc. This will include the production of crime mapping and problem-solving reports.
2. Provide intelligence and network analysis in relation to gang and group offenders, their associations and networks, to assist in the disruption of networks and groups committing criminal activity and exploiting vulnerable residents.
3. Contribute to the development and implementation of the Community Safety Service Plans providing data, baselines and targets as necessary.
4. Research, collate and prepare regular Performance Management reports and analysis of the crime situation in Lambeth using a wide variety of analytical techniques. Specifically, this will include the evolving picture of gangs and group offending.
5. Develop close working relationships with local partner agencies (such as the police, probation, health, local authority services, non-statutory agencies and VCS organisations), assisting them with the data and intelligence collection, management techniques and data sharing through the maintenance of an Information Sharing Protocol that complies with relevant legislation and meets good practice standards.
6. Act as part of the central hub of information during critical incidents, mapping key individuals to assess risk and inform interventions, including allowing information to be shared to the necessary partners to assist in safeguarding procedures.
7. Provide key analysis in the aftermath of critical incidents to inform allocation of key tasks and measurement of impact.
8. Collate and prepare regular monitoring reports to central agencies as needed (e.g. Home Office, MOPAC).
9. Establish, update and maintain a library of official research papers, reference documents, service reports and statistical reviews for use by the Safer Lambeth Partnership.
10. Perform a variety of data and research duties in line with the needs of the Safer Lambeth Partnership as directed by the Operations Manager.
11. Ensure that information is produced in a clear, concise and timely fashion for internal and external bodies. Assist in the analysis and presentation of detailed statistical data and information as required.
12. Influence and direct the work of the Safer Lambeth Partnership in tackling crime and disorder through the provision of regular analytical, needs assessment and evaluation products.
13. Influence and direct the work of the Lambeth Made Safer strategy (the borough’s 10 year strategy to reduce Serious Youth Violence) and its programme delivery workstreams in tackling crime and disorder through the provision of regular analytical, needs assessment and evaluation products.
14. Work with other analysts in the Community Safety and other relevant Council services to deliver analytical products, provide cover for key functions, share knowledge and develop best practice.
15. Support the effective review and evaluation of programmes and initiatives to evidence their effectiveness and provide cost benefit analysis, where feasible.
16. Produce succinct and structured written communication, conveying clear messages and achieving a positive impact on a diversity of recipients, choosing the most appropriate form of communications.
17. Support a robust performance management framework in the Safer Lambeth Partnership and Lambeth Made Safer through the establishment of clear targets for delivery, regularly monitoring progress against these targets and provide clear information on performance (including forecasting). This includes robust evaluation of relevant programme activity funded or delivered through the Lambeth Made Safer workstreams.
18. Ensure data collection takes account of equalities issues and that the work of the Safer Lambeth Partnership and Lambeth Made Safer promotes diversity and community cohesion through robust Equality Impact Assessments of key strategies and programmes.
19. Provide analysis that will underpin and support bids for external funding.
20. Become a local expert in the field of Community Safety and share knowledge and contribute towards wider partnership working both internally and externally.
21. To ensure that the requirements of all health and safety legislation are carried out in relation to the responsibilities of the job.
22. Ensure that data is processed appropriately in accordance with Lambeth policies and procedures, GDPR and DPA 2018 requirements.
23. Undertake any other duties that may be required to meet the exigencies of the service as required by the Prevention and Disruption Manager. These may be varied from time to time to meet the needs of the service.

##### Dimensions

1. The Community Safety Service is a business-critical Lambeth service for crime reduction and community-wide partnership to deliver a safer borough.
2. The Serious Violence Prevention and Disruption unit provides critical coordination of effort by statutory agencies and communities necessary to secure long term reductions in serious violence in Lambeth.
3. The post holder will act as the lead intelligence analyst for the Serious Violence Prevention and Disruption unit. They will be required to support projects in relation to violent crime including serious youth violence and gang related violent crime on behalf of the Administration.
4. The post holder will need an excellent understanding of both partner organisations and Lambeth Council systems and structures and a need for imaginative suggestions not limited by defined policies.
5. The role requires the post holder to have a basic DBS check and any Police vetting required to access intelligence data sources.

### Person Specification

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| **Job Title:** | Intelligence Analyst |
| **Directorate:** | Children’s Services |
| **Division:** | Community Safety Service |
| **Responsible to:** | Serious Violence Prevention and Disruption Manager |
| **Responsible for:** | None |
| **Grade:** | PO4 |

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| It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application.You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.Graphical user interface, text, application  Description automatically generated | **Shortlisting Criteria** |
| ***Key knowledge*** | K1 | Experience of working within strict guidelines and legislative frameworks (e.g. Data Protection. IPA, RIPA, CPIA).  | ✓✓ A |
|  | K2 | Working knowledge of Geographic Information Systems such as MapInfo, Arcview. |  |
|  | K3 | Working Knowledge of using Police Computer Systems including Crime Reporting Information System, Police Intelligence system (Crimint / IIP), I2 etc. |  |
|  | K4 | Knowledge of intelligence analytical techniques including network analysis, OSINT  |  |
| ***Relevant Experience*** | E1 | Proven experience of the collection and analysis of crime data, intelligence and other relevant information from a range of agencies relating to community safety to deliver and support programmes/activities to reduce crime and disorder. | ✓✓ A |
|  | E2 | Experience of preparing briefings for presentation, using analytical techniques and tools to demonstrate findings. Making recommendations based on accurate, well defined analysis | ✓✓ A |
|  | E3  | An effective team player experienced in working within a dynamic environment and having the ability to manage competing pressures in response to strict deadlines and changing priorities | ✓✓A |
| ***Qualification***  |  | Relevant degree and/ or professional qualification or relevant work experience |  |
| ***Core Behaviours*** |  | Focuses on People Is about considering the people who our work affects, internally and externally. It’s about treating people fairly and improving the lives of those we impact. It’s about ensuring we have the right processes in place. * Thinks from a citizen’s perspective
* Collects and makes use of citizen data and feedback to develop and continually improve services
* Ensures that employees and delivery partners keep young people’s needs at the forefront of what they do e.g. through the use of performance management processes.
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|  |  | **Takes Ownership** is about being proactive and owning our personal objectives. It’s about seizing opportunities, driving excellence, engaging with the council’s objectives, and furthering our professional development.  | ✓✓A |
|  |  | **Works Collaboratively** is about helping each other, developing relationships, and understanding other people’s roles. It’s about working together with colleagues, partners, and customers to earn their respect, and get the best results.  | ✓✓A |
|  |  | **Focuses on Results** is about ambition and achievement. It’s about making sure we are working towards the end product and considering the effect of our service. It’s about making the right impact, having the right result and changing things for the better  | ✓✓A |
|  |  | **Communicates Effectively** is about how we talk, write and engage with others. It’s about using simple, clear, and open language to establish positive relationships with others. It’s also about how you listen and make yourself open to conversation.  | ✓✓A |