**JOB DESCRIPTION**

**London Borough of Lambeth**

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| Job Title: | Community Safety Analyst |
| Grade: | PO5 |
| Division: | Children’s Services |
| Reporting to: | Community Safety Manager |
| Responsible for: | Matrix manage the Intelligence Analyst and other relevant Analysts |

Main Purpose

To be responsible for the development of strategy in relation to community safety and public protection based on maximising analysis of a broad range of information and data sets, and to inform decision making in relation to the tasking and deployment of operational resources by senior managers.

To collect and analyse a range of data and to provide informed analysis and recommendations to drive the performance management of programmes and initiatives by the Safer Lambeth Partnership to reduce crime and disorder in Lambeth.

To be responsible as the lead officer for information sharing between statutory, non-statutory and other partners on behalf of the Safer Lambeth Partnership. This will include responsibility for, and reviewing Information Sharing Agreements, required by statute.

To act as a ‘Head of Profession’ and provide professional development support to the Serious Violence Intelligence Analyst and other relevant analyst roles.

To matrix manage the Intelligence Analyst and other relevant analysts to ensure the development and creation of analytical products needed to inform decision making by the service, Community safety Partnership and Lambeth Made Safer programme workstreams.

## Principle Accountabilities

To source, collect, and analyse crime and other relevant data from a range of agencies relating to community safety and public protection in the London Borough of Lambeth on behalf of the Safer Lambeth Partnership (Crime Safety Partnership), including the Lambeth Made Safer strategic programme.

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

To act as the lead officer to support the Safer Lambeth Partnership with data collection, data monitoring techniques and systems (including the Lambeth Made Safer programme).

To be responsible as the lead officer for information sharing between statutory, non-statutory and other partners on behalf of the Safer Lambeth Partnership. This will include responsibility for, and reviewing the relevant Information Sharing Agreements, required by statute.

To report findings, and make recommendations, 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. This includes robust evaluation of relevant programme activity funded or delivered through the Lambeth Made Safer workstreams.

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 and analytical products to identify Crime and Disorder patterns in Lambeth to aid in reducing the impact and effect on the Community.

## Key Duties

1. Provide in-depth analysis and detailed 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.
2. Contribute to the development of strategy in relation to community safety and public protection by maximising analysis of a broad range of information and data sets, and to make recommendations to inform decision making in relation to the tasking and deployment of operational resources by senior managers.
3. Contribute to the development and implementation of the Community Safety Service Plans and action 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.
5. As the lead officer for information sharing, develop effective working relationships with local partner agencies (such as the police, probation, health, local authority services and other non statutory agencies), assisting them with data collection, management techniques and data sharing through the maintenance of Information Sharing agreements that comply with relevant legislation and meets good practice standards.
6. Collate and prepare regular monitoring reports to central agencies as needed (e.g. Home Office, MOPAC etc).
7. Establish, update and maintain a library of official research papers, reference documents, service reports and statistical reviews for use by the Safer Lambeth Partnership.
8. Perform a variety of data and research duties in line with the needs of the Safer Lambeth Partnership, including working with data held on the Safe Stats as directed by the Community Safety Manager.
9. To present detailed analysis, information and recommendations in a clear, concise and timely fashion to both internal and external audiences as required, including the Safer Lambeth Partnership Executive, Children’s and Adult’s Safeguarding Boards and other senior boards as required.
10. 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.
11. 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.
12. Matrix manage 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.
13. Make recommendations about the tasking and deployment of resources and interventions in the Safer Lambeth Partnership through the production of crime mapping and problem-solving reports. These reports will be the key strategic tool for targeting resources and directing delivery of crime prevention programmes across the borough (geographically based).
14. To support senior officers to develop strategies and plans to reduce harm, crime and disorder, ensuring they are informed by bespoke operational intelligence and analysis to meet the needs of that specific area.
15. To lead 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. Develop a robust performance management framework for the Safer Lambeth Partnership through the establishment of clear targets for delivery, regularly monitoring progress against these targets and provide clear information on performance and make recommendations for improvement. 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 challenges oppressive practices, promotes diversity and community cohesion through robust Equality Impact Assessments of key strategies and programmes.
19. Ensure that data is processed appropriately in accordance with Lambeth policies and procedures, GDPR and DPA 2018 requirements.
20. To ensure that the requirements of all health and safety legislation are carried out in relation to the responsibilities of the job.
21. Undertake any other duties that may be required to meet the exigencies of the service as required by the Assistant Director for Community Safety. These may be varied from time to time to meet the needs of the service.
22. Provide analysis that will underpin and support bids for external funding.
23. Become a local expert in the field of Community Safety and share knowledge and contribute towards wider partnership working both internally and externally.
24. Advise and support the Assistant Director for Community Safety to develop and evaluate effective action to reduce crime and disorder through analytical research and data evaluation.
25. Contribute to the achievement of the Council’s Cooperative vision, values and objectives.

##### Dimensions

1. The Community Safety Service is a business-critical Lambeth service to reduce crime including serious youth violence and deliver a safer borough.
2. The Community Safety unit provides critical coordination of effort by statutory agencies and communities necessary to secure long term reductions in crime and serious violence in Lambeth.
3. The post holder will act as the lead analyst for the Community Safety service. They will be required to support projects with the service’s other analysts that cover a number of areas including, serious violence, contextual safeguarding, serious crime incident response, offender management and other relevant themes.
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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|  | 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 (A)  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. |

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|  |  |  | Shortlisting Criteria |
| *Key knowledge* | K1  K2  K3  K4  K5 | Knowledge of the requirements of the Crime and Disorder Act 1998, Data Protection Act 2018, Human Rights Act 1998, Freedom of Information Act 2000,.  Working knowledge of Geographic Information Systems such as MapInfo or equivalent systems.  Working Knowledge of using Police Computer Systems including Crime Reporting Information System  Knowledge of the use of relevant business intelligence tools such as Power Bi or equivalent packages  Understand how to apply a range of analytical techniques such as data mining, time series forecasting and modelling techniques to  identify and predict trends and patterns in data | ✓✓Application/Interview  ✓✓Application/ Interview |
| *Relevant Experience* | E1 | Proven experience of the collection and analysis of crime data and other relevant data from a range of agencies relating to community safety to deliver and support programmes/activities to reduce crime and disorder | ✓✓Application/ Interview/Test |
|  | E2 | Extensive proven experience within an analytical discipline (including both quantitative and qualitative analysis), to influence decision making by senior stakeholders. | ✓✓Application/ Interview/Test |
| **Qualification** |  | Relevant degree for data analytics and/ or professional qualification or relevant work experience |  |
| *Key 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 the partnership and Council services focus their delivery on residents and locations at greater risk of harm. | ✓✓Application/ Interview |
|  |  | **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.   * Constantly thinks ‘how could we do this better?’ e.g. doing something faster, more efficiently or to a higher standard. * Proactively develops / identifies new analytical techniques and source new datasets to improve the quality analytical products that inform decision making. * Shares lessons learnt across the Council through evaluation and performance management products. |  |
|  |  | **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.   * Takes the time to get to know others and their perspective * Manages relationships and partnerships for the long term * Ensure analytical products inform decisions based on the wider needs of the Borough or the community. |  |
|  |  | **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.   * Able to communicate complex ideas and proposals to a variety of audiences, both internal and external * Horizon scans for new information and ideas and cascades back to the service on these | ✓✓Application/ Interview |
|  |  | **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   * Understands the link between the delivery of analytical products and the wider, long-term goals of Safer Lambeth and the council * Recommend, monitors and evaluates delivery against targets and performance measures that are SMART and link directly to business plans | ✓✓Application/ Interview |