



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

Deputy Chief Constable

AREA/DEPT:

Corporate Support and Development

FAU:

SECTION:

Performance Analytics & Evaluation

JOB TITLE:

**ANALYTICS AND EVALUATION
MANAGER (POLICE STAFF)**

REPORTS TO:

Head of Performance Analytics & Evaluation

CURRENT RANK/GRADE: **GRADE F**

DATE:

Dec 2017

1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To manage the provision of an accurate, incisive and progressive analytics, evaluation, review and evidence based practise and research capability. To strategically position and support the force in driving improvement and raise outcomes for the communities of Merseyside.

To provide the force with an assessment of organisational performance/Operational performance and demand information, delivering conclusions, identifying areas for improvement and good practise directly influencing decision making and the strategic direction of the force.

2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- (a) Manage a multi-discipline team comprising Police Officers and specialists, meeting challenging deadlines and competing priorities to deliver a high quality cost effective and efficient service to the force.
- (b) Manage the planning organising of the Community First Evaluation Programme to achieve business improvements for the organisation.
- (c) To identify both operational and organisational performance risks through the management of strategic analysis evaluation, providing advice and guidance to all levels of the force to drive performance improvement, transparency and accountability.

- (d) Deputise for the Head of Performance Analytics and Evaluation as necessary. This will include producing and presenting work to key corporate meetings. Facilitate the development of a continuous Improvement Framework.
- (e) Preparation of high quality, innovative and effective strategic analysis and evaluation products such as strategic performance and demand assessments for delivery at corporate meetings involving senior management teams, chief officers and OPCC.
- (f) To assist the Head of Performance Analytics and Evaluation with the development of effective research and analytical techniques in line with current guidelines and legislation in order that a skilled and appropriately trained analytical function is available to the force.
- (g) To assist the Head of Performance Analytics and Evaluation in the development of Evidence Based Policing and Practise for the force. To develop and maintain links with academic bodies and other research organisations to ensure that the most up to date analytical techniques are employed. Keep abreast of national developments and protocol to ensure a corporate approach to research and analysis.
- (h) Undertake support services and advice/consultancy to the force to promote and support relevant activities including organisational change.
- (i) Identify scan analyse and respond to performance risks ensuring that they are highlighted to the Head of Performance Analytics and Evaluation.
- (j) Assist and advise customers on issues relevant to an evidence based practise evaluation process to maintain and develop the team as an effective source of information for the organisation.
- (k) To represent the force and National Conferences and Seminars and at National Working Parties to ensure that best practise from other organisations is identified, two-way communication is developed and to keep abreast of new products/processes and technology.
- (l) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Educated to degree level or with equivalent experience in statistical, research and analysis and have an understanding of analytical approaches and concepts.

Experience of delivering research and analysis in a complex organisation and of using research to inform policy and strategy development.

Experience of supervising, managing and motivating a multi disciplines team in a large organisation.

Experience in research and analysis and excellent knowledge of Force IT Systems is required in order to provide a comprehensive analytical service to the force.

Proven ability in communication, both verbal and written with the ability to present/prepare reports.

High level of interpersonal skills with the ability to deal with people at all levels in the organisation and with outside agencies in order to develop a two-way exchange of information/intelligence.

Demonstrate motivation, commitment and a positive approach to workload and tight deadlines and an ability to manage competing demands, prioritise and innovative ways to meet deadlines.

Comprehensive knowledge of police practices and procedures and a detailed knowledge of strategic policing issues to ensure performance information is set within the wider context of policing.

A flexible approach to both working hours and practises to meet operational demands. There may also be a requirement to work at other areas within the force.

Lateral thinker with the ability to handle and assimilate large amounts of data/information/intelligence.

Knowledge of procedures and the ability to understand legislation/guidelines are important in order to provide appropriate guidance and advice to Analysts, Researchers and other staff members.

The ability to facilitate groups of people and workshops to support the continuous improvement framework on behalf of the force.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No Police Powers required.

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

The post holder will be responsible for managing all staff within the Performance Analytics and Evaluation (CSD), incorporating researchers, analysts, constable and Sergeants, (up to and including Grade E/Sergeant).

(b) *Supervision Received:*

The post holder will report to the Head Performance Analytics and Evaluation, but will be expected to work under their own initiative and with minimal supervision.

(c) *Other Contacts:*

(i) *Within Merseyside Police:*

The post holder will be required to have regular contact with all police officers and police staff of all ranks and grades including Chief Officers, Senior Managers and the OPCC.

(ii) *Outside Merseyside Police:*

Contact with outside agencies including NPCC, The Home Office, other Government Agencies, the College of Policing, other Police Forces, Local Authorities, professional bodies and academic institutions and consultants.

5. CONTEXT:

(a) *Operating Environment:* (Services provided, work patterns, who are the customers).

Principal customers are the Chief Constable, other Chief Officers, other senior members of Merseyside police and also other agencies where joint operations and enquiries are on-going.

The post holder works within the Force Flexible Working Hours policy. The pattern of work is broadly Monday to Friday. The post holder needs to be flexible to meet any exceptional demands placed on the force of the department, Post holder must be willing to travel and accommodate overnight stays.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

All work undertaken must conform to Force Policy, Law and Home Office notes of guidance appropriate to the post holder's sphere of activity.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

Researchers, Analysts, Evaluation Officers, EBP Co-ordinators, Sergeant Evaluation Officer, Programme Support Officer (JDQs to be confirmed)

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: The post holder is responsible for 33 staff, including police officers up to the rank of Sergeant and police staff up to the rank of Grade E.

Other: -

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The nature of the work of the Department is such that there are often competing demands with short deadlines. The postholder will need to demonstrate an ability to balance conflicting workloads whilst working under pressure.

The ability to be able to understand and identify cross strand issues and the wider effect on the organisation and its ability to deliver community first.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The postholder must maintain confidentiality and trust at all times and on all matters and will be required, on occasion, to deal with issues of an extremely sensitive and / or confidential nature.