



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: OFFICE OF THE POLICE AND CRIME COMMISSIONER

STRAND/DEPT: MATHER AVENUE / OLD HALL STREET

SECTION: Merseyside Violence Reduction Partnership

JOB TITLE: Data and Evidence Hub Manager

REPORTS TO: Merseyside Violence Reduction Partnership Director

CURRENT RANK/GRADE: G

DATE: May 2026

1. JOB PURPOSE:

To lead and manage the multi-agency VRP Evidence Hub Team, ensuring the efficient and effective delivery of strategic assessment, research, analysis and insight that improves understanding of the causes and drivers of serious violence. The postholder will ensure that all communities across Merseyside have the right to be free from violence and are supported to achieve the best life chances.

To provide the VRP with high-quality organisational performance, demand and risk assessments, delivering clear conclusions, identifying areas for improvement and good practice, and directly influencing decision-making and the strategic direction of the Partnership.

To lead the development, governance and integration of cross-system data platforms and evidence infrastructure, ensuring robust data architecture, interoperability and data-sharing arrangements across system partners.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Manage a multi-agency team, meeting challenging deadlines and competing priorities to deliver a high quality cost effective and efficient service to the Partnership. Quality assure products, and the dissemination of information in support of all levels of research and

analysis in accordance with the agreed terms of reference of the Partnership.

- b) Identify risks through the management of strategic analysis evaluation, providing advice and guidance to all levels of the partnership to drive performance improvement, transparency and accountability.
- c) Deputise for the VRP Director as necessary. This will include producing and presenting work / reports to key strategic meetings i.e. governance, stakeholder, partnership or ministerial meetings and workshops’.
- d) Prepare high quality, innovative and effective strategic analysis and evaluation products for delivery at strategic meetings involving senior management teams and chief officers from partnership organisations and agencies.
- e) Assist the VRP Director with the development of effective research and analysis and to devise strategies and implement interventions to address the root cause of serious violence across partnership organisations.
- f) 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 strategic and partnership approach to research and analysis of serious violence
- g) Undertake support services and advice / consultancy to the partnership to promote and support relevant activities.
- h) Identify, scan, analyse and respond to risks ensuring that they are highlighted to the VRP Director.
- i) Represent the Partnership at National Conferences and Seminars and at National Working Parties to ensure that best practise from other organisations is identified and two-way communication is developed.
- j) Support the development, maintenance, and governance of cross system data platforms, ensuring they are robust, secure, scalable, and aligned with partnership needs.
- k) Act as a conduit between system partners, translating partnership needs into technical specifications and ensuring data systems, platforms and processes are aligned and integrated.
- l) Drive data sharing and data governance across the partnership, ensuring compliance with legislation, standards, and ethical frameworks.
- m) 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:

- 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 / multi agency partnership and of using research to inform policy and strategy development.
- Experience of developing or managing data platforms, data warehouses or shared data environments.
- Understanding of data architecture, data governance, data quality and interoperability standards.
- Experience of supervising, managing and motivating a multi-agency team in a large organisation.
- Experience in research and analysis and excellent knowledge of Partnership IT Systems is required in order to provide a comprehensive analytical service to the Partnership.
- 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 partnership organisations 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 partnership organisations practices and procedures and a detailed knowledge of strategic issues to ensure analysis / information is set within the wider context of VRP.
- A flexible approach to both working hours and practises to meet demands. 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 Partnership.

3(b) Standard Police Powers

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

The postholder will be responsible for the supervision of a multi agency team of Analysts and Researchers.

The post holder will be responsible for direction and guidance to staff on a daily basis and through personal monitoring and evaluation of performance against goals and targets.

(b) Supervision Received:

The postholder's line manager will be the Violence Reduction Partnership Director but is expected to work under their own initiative and with minimal supervision.

(c) Other Contacts:

(i) Within Merseyside Police:

- (ii) The postholder will be required to have regular contact with personnel at all levels within the Partnership, to inform, advise and liaise on areas of interest.

(iii) Outside Merseyside Police:

- (iv) Contact with outside agencies including National Government Agencies, other Police Forces, Local Authorities, Health Authorities, professional bodies and academic institutions and consultants.

5. CONTEXT:

(a) Operating Environment:

Principal customers are the Chief Officers, other senior members of Partnership Agencies.

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 Partnership.

Post holder must be willing to travel and accommodate overnight stays.

(b) Framework and Boundaries:

The post holder's activities must adhere to the requirements of all Partnership Agencies and all relevant legislation.

Must keep up to date with existing and emerging national, regional and local policy developments to ensure violence reduction strategy and policy are corresponding.

The VRP is key to the delivery of reducing serious violence. Key success measures include successfully delivering on the budget allocated by the Home Office, reducing serious violence, reduction of hospital admission in the under 25's in relation to knife enabled crime and sharp object injury, and the reduction in nondomestic homicides, in particular the under 25's. Performance Measures are set by the Home Office.

(c) Organisation:

See organisational chart for diverse roles that support the VRP from across a number of partner agencies.

6. DIMENSIONS:

Financial:

Management of staff overtime as required

Staff:

1 VRP Evidence Hub Analyst and 1 VRP Evidence Hub Researcher from multi agency plus other staff attached for specific projects.

Other:

Production of analytical products directly impacts on the ability of Multi Agency Organisations to prioritise and allocate resources effectively.

7. JOB CHALLENGES:

The nature of the work of the Partnership 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 agency issues.

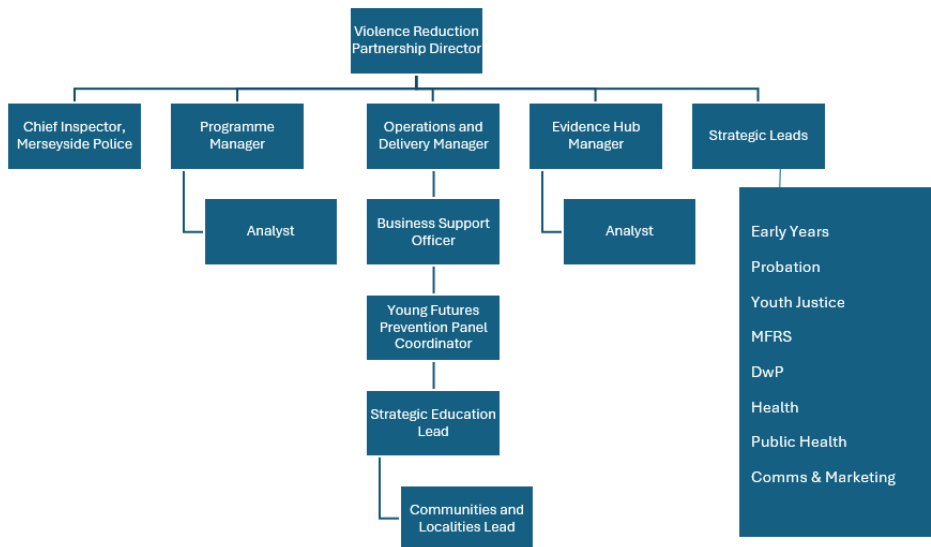
8. ADDITIONAL INFORMATION:

The MVRP co-ordinates intensive, evidence-based work to prevent violence before it occurs and includes mentoring, targeted youth support, and diversionary activities, trauma informed training, and community based interventions and requires strong inspirational leadership.

9. VETTING LEVEL / POLITICALLY RESTRICTED :

MV.

10. ORGANISATIONAL STRUCTURE:



11. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Extn

Date:

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:
Extn

Date: