

# **GREATER MANCHESTER POLICE**

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	BTAC Borders Performance Analyst
<b>DEPARTMENT/DIVISION/BRANCH:</b>	Counter Terrorism Policing Borders
<b>SECTION/UNIT:</b>	Borders Terrorism Assessment Centre
<b>GRADE:</b>	G/H (Career Grade)
<b>RESPONSIBLE TO:</b>	Senior Analyst
<b>RESPONSIBLE FOR:</b>	N/A
<b>AIM OF JOB:</b>	<p>To research, analyse and use data and statistical information to assist in performance improvement for / or on behalf of CTP Borders.</p> <p>To work proactively to research and make recommendations to inform planning, business and performance improvement both regionally and nationally.</p>

### **MAIN DUTIES AND RESPONSIBILITIES**

- To design, collate, analyse and interpret data and information from various sources using a range of techniques to identify patterns and trends, reporting findings to the Head of Borders Analysis and to provide support to CTP Borders Senior Leadership Team, highlighting performance issues and concerns.
- To produce and publish performance data in a variety of formats, including briefing papers, written reports and presentations, detailing the findings of performance analysis and research, for a range of audiences, both internal and external.
- To produce appropriate analytical products utilising qualitative and quantitative analytical techniques and methodologies and in accordance with the National Intelligence Model (NIM), where appropriate.
- To actively embrace problem solving policing, using the Scanning, Analysis, Response, and Assessment (SARA) or other problem solving models, with the aim of producing analytical products that will assist in the development of interventions and solutions to positively impact upon performance. Analysis to include hypothesis on causation and recommendations for resolution.
- To produce analytical products which go beyond the facts and provide added value. Products should include expert analytical opinion, inductive logic and strong, specific and valuable inferences and recommendations. To Prepare CTP Borders analysis and reports for internal/external inspections and audits.

- To develop and maintain strong working relationships with a wide range of stakeholders across CTP Borders Network and wider CT ecosystem
- To be actively involved in the analytical commissioning process, including the establishment and development of terms of reference (agreement of expectations), where applicable.
- To be fully conversant with police computer systems and analytical IT solutions, including the use of Geographic Information Systems, Database and Data Mining software and statistical solutions.
- To liaise clearly and confidently at all levels throughout the organisation and with external law enforcement and partner agencies.
- To be able to work independently and with, at times, minimal supervision.
- To represent the CTP Borders SLT when applicable with regards to Analysis.
- To regularly liaise with CTPHQ Performance and Research & Analysis functions on taskings, projects and engagement.
- To demonstrate the ability to act as a key knowledge worker, promoting analytical best practice and providing specialist opinion and interpretation when required.
- When appropriate, to assess and implement developments in performance analysis and IT solutions under the direction of the Head of Analysis and share good practice with other units throughout the CT Network.

#### **General Duties**

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations
- To fully participate in GMP's development review process
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

## **NOTES**

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

## LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe"

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and appraisal.

### Our Leadership Expectations are:

#### Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

#### Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

#### Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

#### Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

#### Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

#### Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

#### Service Delivery

Delivering excellent policing services to the people of Greater Manchester

### Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Performance Analyst** has been identified as: **A Peer Leader**

**Please Note:** As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website [www.gmp-recruitment.co.uk](http://www.gmp-recruitment.co.uk)

**PERSON SPECIFICATION**  
**Performance Analyst**  
**CTPNW**

Short-Listing Criteria	Essential / Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<p><b><u>Qualifications/Education</u></b></p> <p>GCSEs (five GCSEs grade C or above including maths and English) and two A Levels in an Analysis related field or equivalent working/ research experience            Educated to degree level.</p> <p>Currently holds or is willing to complete the Intelligence Professionalisation Portfolio (IPP)</p>	E	AF / C
	E	AF / C
	E	AF/C
<p><b><u>Specialist Knowledge/Skills and Abilities</u></b></p> <p>Worked in a research/analytical environment in a large-scale organisation involving the analysis of information, monitoring patterns and trends and production of databases and spreadsheets.</p> <p>Carried out duties / work involving research, analytical tasks including analysis of information, monitoring patterns and trends.</p> <p>Involved in the preparation/presentation of accurate and concise reports, production of statistics, charts, diagrams etc. and producing recommendations.</p> <p>Knowledge of the principles of GDPR, Human Rights legislation and Crime and Disorder Act 1998.</p> <p>Identify and obtain information for the analytical process, before applying analytical techniques interpreting data and disseminating the results.</p> <p>Able to work as part of a team</p> <p><b>Able to demonstrate an analytical approach to problem solving.</b></p> <p><b>Ability to keep up to date with changes in policy, practices and procedure.</b></p> <p>Experience in establishing and agreeing terms of reference.</p>	E	AF / I
	E	AF / I
	E	AF / I
	E	AF / I
	E	AF / I
	E	AF / I
	E	AF / I
	E	AF/I
	E	AF/I
	E	AF / I

Experience in recommending actions based upon analysis.		
Experience in reviewing the effectiveness of the analysis.	E	AF / I
Experience of preparing and presenting briefings.	E	AF / I
Applied qualitative and quantitative analytical techniques to interpret information.	E	AF / I
Disseminated results of analysis.	E	AF / I
	E	AF / I
Reviewed and identified improvements to analytical methodology.	E	
Provided specialist opinion and interpretations.		
Provided specialist advice and knowledge.	E	
Knowledge and understanding of information sources and data sets.		
	E	AF / I
	E	AF / I
	E	AF / I
	E	AF / I
<b><u>Experience</u></b>		
Worked in an analytical environment in a large scale organisation.	E	AF / I
Keyboard experience and knowledge of computer database applications including admin functions of data and use of spreadsheets and word processing. I.E.	E	AF / I
Practical Experience of: Microsoft Word Microsoft Excel Microsoft PowerPoint Internet based research		
Willing to undertake appropriate training courses.	E	I
Knowledge of the workings of the National Intelligence Model (essential once in post)	D	I
Experience of providing performance statistics advice to managers.*	D*	AF / I
Experience of liaising at all levels throughout the organisation and with external agencies / bodies.		
Experience of producing recommendations based on findings.	E	AF / I

Experience in the use of police computers in an operational environment.	E	AF / I
Experience of appraising, clarifying, analysing and understanding complex information.	E	AF / I
Experience of advising and liaising with all levels of personnel.	E	AF / I
	E	AF / I
<b><u>Other</u></b>		
Has achieved a good attendance record.	E	AF
Be prepared to engage in Continuous Professional Development (CPD) to maintain standards of professional practice and to keep abreast of changes in legislation, policies, and procedures within the police and intelligence environment.	E	I
Full driving licence and access to a vehicle for occasional work purposes where required.	D	AF
Willing to travel to locations both within and outside the GMP area.	E	AF / I

### **Key**

<b>AF(E)</b>	<b>Eligibility (this will be checked by the recruitment team)</b>
<b>AF</b>	<b>Application Form</b>
<b>C</b>	<b>Certificate</b>
<b>T</b>	<b>Test</b>
<b>I</b>	<b>Interview</b>

### **Please note:**

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in CTPNW's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.

- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.