

POST TITLE:	Crime Analysis & Performance Lead
GRADE:	I
DIRECTORATE:	Chief Officers
RESPONSIBLE TO:	Head of Analysis & Service Improvement
RESPONSIBLE FOR:	Senior Crime Intelligence Analyst, Senior Performance Analyst
LOCATION:	Leek Wootton
JOB PURPOSE:	To be the lead for the force on the provision of a high quality crime intelligence analysis and corporate performance function to support the organisation at strategic, tactical and operational levels.

MAIN RESPONSIBILITIES:

1. To lead the design, development and implementation of the analytical and research capability, structure and systems within Strategic, Tactical and Specialist Intelligence.
2. To lead the design, development and implementation of a framework for performance management & information provision, utilising business insight and management information.
3. To drive a consistent but tailored service that brings together analytical and performance management resources to positively contribute to the overall performance of Warwickshire Police. To ensure synergies and opportunities for effective working are realised with the rest of A&SI, wider departments across the force and external partners
4. To lead and advise, as required, on issues regarding deployment, recruitment, selection and development. To establish and deliver against clear performance standards. To ensure all staff achieve and maintain standards of professional practice in line with agreed national or other guidelines.
5. To ensure intelligence is obtained and applied ethically and in accordance with the relevant legislation, policy, protocols and codes of practice.

6. To ensure resources and appropriate analytical techniques are utilised to best effect to understand complex information, both operationally and organisationally. To create and deliver analytical and performance products using techniques that enable evidenced-based and/or theory driven strategic decisions to be made.	
7. To drive innovation by identifying good practice and new techniques across crime intelligence and performance management and build on the success of existing analytical resources.	
8. To evaluate and recommend actions to mitigate threats, identify harm and minimise risk. To prepare analytical products, position papers and briefings in response to future or emergent issues in accordance with legislation and organisational protocols.	
9. To represent analysis at Gold and Silver level groups, including Tasking and Coordination Group	
10. To deliver an annual Strategic Assessment for Warwickshire Police. To support and represent the Head of Analysis & Service Improvement at strategic governance meetings.	
11. To manage agreed delegated budgets and financial management arrangements to support Head of Analysis and Service Improvement.	
12. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	Regular travel throughout Warwickshire Exposure to disturbing/unpleasant case material.
Security level:	Management Vetting

PERSONAL QUALITIES: Senior Manager

Serving the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the police at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

Leading change

Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet force objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the Operating Unit.

Leading people

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.

Managing Performance

Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.

PERSON SPECIFICATION

Knowledge:

- Degree/Level 5 qualification in a relevant subject.
- Comprehensive knowledge of analytical processes, techniques and skills including knowledge of the National Intelligence Model (NIM) and other pertinent legislation, including CPIA, DPA, RIPA and MoPI.
- Thorough and comprehensive knowledge of the theoretical principles and applied techniques underpinning crime intelligence analysis.
- Thorough and comprehensive knowledge of the theoretical principles and applied techniques underpinning performance management.
- Broad understanding of modern day policing and an awareness of the policing landscape, for example socio-political and performance aspects.

Desirable:

A Level 4/5 management qualification, or equivalent.

Experience:

- Substantial management experience.
- Previous experience in the development and application of a wide range of analytical techniques and the leadership of analytical staff.
- Extensive proven experience within a crime analysis and performance management discipline, including both quantitative and qualitative analysis, preferably gained within a law enforcement environment.
- Proven experience working in sensitive environments.
- Experience in developing strong and successful working relationship with a wide number of stakeholders - internal and external, e.g. reporting bodies, senior executives.

Desirable:

- Previous experience in the management of budgets.

Key Skills:

- Ability to meet the National Occupational Standards required for the Intelligence Professionalisation Portfolio for Head of Analysis.
- Advanced computer skills, particularly using Windows-based packages, advanced MS Excel and the use of police/law enforcement databases.

- Ability to confidently interact with data and complex information, drawing out relevant insights
- The proven ability to produce timely, concise and accessible reports for staff at all levels of seniority.
- Excellent communication skills including presentations and written formats.
- Ability to negotiate with and influence senior managers.
- Excellent and effective interpersonal and influencing skills.
- Ability to lead people through change