BRITISH TRANSPORT POLICE

HR8:1.3
Version 1.1

JOB DESCRIPTION   APPENDIX C

Before completing this form, please read the BTP *'Guide to writing job descriptions for Police Staff roles'* Appendix B to the SOP.

A.   POST DETAILS:

Job Title:	**NDFU Manager**	Current Grade:	B004
Department:	National Disruption Fusion Unit (NDFU)	Area:	FHQ
Reports To:	Head of Analysis and Performance and Deputy	No of Posts:	1
Level of vetting	MV		

B.   PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Provide leadership and strategy to a pan-industry and national analytical team comprised of British Transport Police (BTP), Network Rail (NR) and Railway Safety Standards Board (RSSB) analysts and act as a senior advisor to Chief Officers or Network Rail senior management team.

Responsible for the shared performance framework across both BTP and NR and is expected to ensure NDFU remain at cutting-edge of data innovations including data science and visualisations.

The post holder owns the Fusion strategy, its constant development and will be responsible for engagement with senior intelligence personnel as well as shaping data strategy in-line with the vision adopted by BTP's strategic centre.

C.   DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct
- Responsible for £308k/year staff costs. This will rise to approx. £400k/year in Control Period 6

Staff Responsibilities – Direct or Non-Direct
- **Direct** – First line management responsibility for two members of staff in NDFU and second line management to eight members of staff (this figure will increase in 2019/20)

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Provide strategic leadership to a national team of analysts to ensure the timely creation of high-quality analytical products utilizing data from BTP and industry systems to provide advanced insight and "one version of the truth" to inform route crime and disruption strategy across BTP, NR and RSSB.

- Establish shared performance framework from "big-data" from railway industry including RSSB Safety Standards Board SMIS data, NR TRUST data, NR Command and Control Incident Log data and BTP's internal data.

- Automate and manage the reporting requirements of NDFU according to the Service Level Agreement in place, ensure stakeholder satisfaction with products and delivery across both BTP and NR

- Engage with, and act as a senior advisor to, multiple stakeholders across both BTP and NR at multiple levels, ranging from route crime duty holders in Network Rail, to trade associations including the Railway Safety Standards Board, Rail Delivery Group and the BTP senior command team

- Conduct route roadshows to present latest NDFU products to BTP and NR route representatives or stakeholders. This is expected to take place across the eight Network Rail routes and through collaboration with the embedded route police inspectors. You will assist in designing and implementing route strategy for police related disruption

- You will chair the Route Crime Working Group; the framework for National collaboration and best practice sharing across. You are expected to identify key personnel from route crime departments (BTP, NR or rail industry), invite them to attend this meeting when required and ensure the agenda reflects current route crime priorities or strategic trends

- Be the BTP senior representative of the NDFU and present analytical findings, offering strategic or tactical advice across varied meeting processes or structures including pan-industry improvement programmes, route crime strategy groups and other working groups

- Own the NDFU strategy and its constant development will fall to you to engage with senior management within the BTP strategic centre as well as Network Rail central operations team

- The NDFU manager has responsibility to ensure the NDFU continues to produce innovative and insightful products or data processes which are aligned to data science/data innovations accessible through BTP Strategic Centre and NR National Performance Analysis Team.

- The incumbent will support the BTP and NR strategic leads with analysis to support business case development

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E.   DECISION MAKING:

Make decisions

Substantial autonomy in decision making as the Force/industry lead in all areas of performance analysis and management information for route crime and disruption

Responsible for deciding which processes require change/improvement within both BTP and NR

Full ability to select, develop, test and implement solutions to problems using breadth and depth of own experience rather than following set processes or procedures

Prioritise own and team workloads guided by strategic objectives; departmental prioritisation matrices and own common sense/experience

Decide what information is and isn't relevant/exceptional to include in reports or presentations to Chief Officers/Head of NR and warrant escalation

Select what training courses are suitable for analysts and researchers

Decide on the content of in-house training courses

Chair or assist with recruitment panels Force-wide for analytical roles between grades and select candidates for employment.

Significant say in decisions

Provide analytical recommendations directly to the Chief Constable and the Senior Command Team to contribute to Force wide strategic decision making.

Provide analytical recommendations to Heads of Departments to assist with key organisational decisions

Provide analytical recommendations to Project Steering Groups and Project Boards to assist with Project decisions.

Provide analytical recommendations to Senior Officers to assist with Tactical and Operational decisions.

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F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

- Chief Officers, Heads of Department and Director from NR
- BTP areas aligned to the broad 'safeguarding the railway portfolio' including the National Suicide Prevention and Mental Health (SPMH) team, the Designing Out Crime Unit (DOCU) and the BTP Safguarding Team
- BTP Embedded Disruption Officers, all Police Officers and police staff

External

- NR
- Railway Safety Standards Board (RSSB)
- Various Train Operating Companies (TOC's) and Rail Delivery Group
- Samaritans and other passenger support organisations
- Land Sheriffs or any other private security company

Supervision

- The post holder will directly manage all BTP staff in the NDFU
- The post holder will report directly to Deputy Head of Analysis and Performance and Principal Intelligence Analyst

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G. **REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria

Qualifications and Training:

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- Educated to degree level in a relevant discipline or equivalent qualification or work experience
- A further qualification in analysis (NIAT)
- Management qualification or accreditation

Experience:

Previously worked as a Senior Analyst/Analysis Manager within a law enforcement environment (for the purpose of job evaluation a minimum of 3 years). Experience of Rail Industry regulations (Schedule 8) and operations.

- Significant experience of research, data collection and analysis against strategic objectives. Experience will include all key types of analysis completed by the department: intelligence, operational, crime, strategic, tactical and performance analysis (for the purpose of job evaluation a minimum of 5 years).
- Proven evidence of producing a range of complex products to create innovative solutions and meet changing needs - intelligence, operational and performance analysis. Track record in developing new products that have achieved substantial improvements in organisational and operational performance.
- Excellent experience in the development of analytical methodology, including creating guidance documents and frameworks.
- Experience in using new and unique data sets to enhance products and improve organisational and operational performance - including internal multi-agency (for the purpose of job evaluation a minimum of 5 years).
- Experience in designing and delivering training courses to teams to enhance and develop skills.
- Substantial experience in designing and delivering presentations at board level (including the Strategic Command Team and Area Commanders).
- Experience of providing strategic level advice in relation to all areas of intelligence/performance/analysis and recommending and implementing change (to Senior Management level).
- Experience in defining system specifications and requirements, customising current systems and developing the use of software and training and mentoring others.
- An expert in the use of Microsoft Office for analysis and presentations, including PowerPoint, excel and word. Advanced user of data visualization software including Microsoft Power BI, Tableau, Business Objects.
- Experience in negotiating and influencing senior managers and stakeholders in terms of both the prioritization of work and ensuring BTP make the best use of products and to influence change.
- Management experience in leading a diverse team to achieve a wide range of objectives (for the purpose of job evaluation a minimum of 2 years).
- Proven experience of motivating staff and colleagues to implement changes in working practices and culture.
- Experience of planning and managing the workload of a team, including prioritising and co-ordinating work, tasking, terms of reference quality assurance and ensuring timeliness and quality of output and evidencing outcomes as a result of work
- Excellent experience in the development of performance management methodology and analysis primarily; quality assurance, creating guidance documents and frameworks for products, implementing new methodology, using new and unique data sets and innovative use of analytical software to present the results of analysis.

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G. **REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*
Essential Criteria
- Extensive experience in using or applying all of the following; Microsoft Office, Business Objects, spatial data science data mining, statistical programs and Mapping/GIS for variety of purposes of performance analysis or other research and analysis. Evidence of defining system specifications, customising current systems and developing the use of software and training and mentoring others.
Skills:

Strong IT skills including a working knowledge of all Microsoft Office applications (in particular Excel), Power BI, Business Objects, Mapinfo and ArcGIS

quantitative research skills and the ability to **conduct mixed methods research**
- Advanced problem solving skills and the ability to think creatively to develop innovative solutions to problems
- Highly advanced research, intelligence gathering and analytical skills to interpret complex data
- The ability to share and disseminate accumulated skill sets and knowledge within a team
- The ability to professionaly interact with senior internal and external stakeholders
- Ability to maintain the highest levels of integrity, discretion and confidentiality

Proven excellent qualitative and
Knowledge
- Knowledge of railway industry, NR and the Schedule 8 Framework
- Knowledge of railway disruption from both an industry and police perspective
- Evidence of self-development learning relating to the use of R or R Studio

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G. **REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

Desirable Criteria

Qualifications and Training:
- A postgraduate qualification in a relevant discipline
- Formal training in specific analytical techniques such as communications data analysis, strategic analysis or major incident analysis
- Data Science qualification or ambition to obtain

Experience:
- Previous experience working as a senior analyst or equivalent management role in law enforcement
- Experience in conducting out high level analysis (qualitative, quantitative and mixed methods) and horizon scanning in a police, government or railway industry setting
- Experience of conducting research and analysis using commercially sensitive data
- Experience in stakeholder engagement and management at a strategic level

Skills:
- Advanced dashboard design and maintenance in Power BI
- Advanced data utilisation techniques
- Advanced Excel, SQL or Python
- SAP Business Objects
- Advanced mapping (Mapinfo and ArcGIS)
- Statistics (using Excel or R/R Studio)
- I2 Analyst Notebook

Knowledge:
- Knowledge of wider social, political and economic factors affecting the rail industry and the BTP

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H. **ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The NDFU are a national, pan-industry unit. Therefore, there is requirement to travel to both BTP and NR sites across the country on a regular basis.

I. **AUTHORISATION DETAILS**

Reviewed by: Date:

Area Commander
/FHQ HoD: Date:

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