



## 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:	Analytical Insight and Statistics Manager	Current Grade:	B004
Department:	Strategy and Performance	Area:	FHQ
Reports To:	Head of Analytics	No of Posts:	1
Level of vetting:	RV	Post Number:	

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

Responsible for the provision of BTP's performance and Insight service for the Chief Constable, Divisions and Department Heads. Be the subject matter expert and key point of contact for all performance and insight queries. Guide, develop and line manage analytical staff within the Strategic Centre including Insight Team Manager, Insight Analysts and Statistics officers. Provide strategic advice to senior officers and staff on trends and developments in data and policing that might influence activity.

**C. DIMENSIONS OF THE POST** *The key statistics associated with the post***Financial – Direct or Non-Direct**

Non Direct

**Staff Responsibilities – Direct or Non-Direct**

Direct Line Management of 9 x Insight Analysts and 1 x Insight Team Manager

Second line management of 2 x statistics officers

**Any Other Statistical Data**

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

- Responsibility for BTP's performance and insight function including the performance framework and implementing improvements, on behalf of and in consultation with the Head of Analytics and Director of Strategy and Change.
- Manage the delivery of BTP's force management information and performance insight analysis to the Chief, COG constable, Divisional resources and Department Heads.
- Contribute to the setting of the strategic and policing plan objectives.
- Ensure the delivery of high quality formal reports, briefings and presentations to the BTPA and other external agencies, providing high quality performance analysis and insight.
- Provide internal reviews, advice and briefings for Chief Officers on a wide variety of work streams and activity
- Manage the provision of divisional support and service to divisional commanders. Meet regularly with divisional commanders and superintendents to set requirements.
- Manage the delivery of BTP's external information provision including FOI requests, Parliamentary Questions, Home Office data returns and other data requests (including Mayoral, DfT and other MP requests).
- Provide line management and leadership to analytical staff within the strategic centre, develop and maintain a high level of skills and abilities across the team and regularly evaluate performance to ensure that unsatisfactory performance is identified and addressed promptly and effectively and that exceptional work is recognised and rewarded.
- Develop and improve the quality of analytical products, services and drive innovation
- Lead significant pieces of national analytical projects and products, including those with the highest level of risk/influence. Lead the analytical insight team, as an expert in identifying exceptions, preparing and managing the delivery of high quality products.
- Lead on BTP's commitment to evidence-based policing in accordance with BTP's strategic objectives.
- Experience of providing strategic level advice in relation to all areas of intelligence/performance/analysis and recommending and implementing change (to Senior Management level).

**E. DECISION MAKING:**

**Make decisions**

- Substantial autonomy in decision making as the lead in performance and insight.
- 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.
- Decide what information is and isn't relevant/exceptional to include in reports or presentations to Chief Officers

**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 Boards to assist with Project decisions

**REWARD**

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

**Internal**

Chief Officers, Heads of Department, Police officers and staff

Represent the Strategy and Performance department when necessary at board meetings and internal and external meetings

**External**

British Transport Police Authority (BTPA)

Train Operating Companies and rail industry staff

Rail Delivery Group (RDG)

RSSB

Home Office

Department for Transport (DfT)

Her Majesty's Inspectorate of Constabulary (HMIC)

College of Policing

Universities and other external researchers

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

**Essential Criteria:**

**Qualifications and Training:**

- A undergraduate degree in a relevant discipline, preferably with an analytical, social research or statistics component, or relevant work experience
- A further qualification in Analysis (NIAT)

**Experience:**

- Previously worked as a senior Manager leading teams
- Significant experience of research, data collection and analysis against strategic objectives.
- Proven evidence of leading teams to producing a range of complex products.
- Experience of developing and implementing innovative solutions
- Track record of developing new products that have achieved substantial improvements in organisational and operational performance.
- Experience in using new and unique data sets to enhance products and improve organisational and operational performance - including internal multi-agency
- Substantial experience in designing and delivering presentations at board level
- Experience in negotiating and influencing senior managers and stakeholders in terms of both the prioritisation 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
- 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, quality assurance and ensuring timeliness and quality of output
- Proven experience of developing detailed terms of reference across various departments

**Skills:**

- Excellent interpersonal skills with proven ability and confidence to network negotiate and persuade Senior Officers and staff in a professional manner, working successfully with stakeholders and customers to ensure delivery of change, implementation of standards and to influence decision-making.
- Effective leadership skills with the ability to lead individuals and teams to generate problem solving and develop staff.
- Highly advanced written and verbal communication skills
- Significant demonstrable skill in leading on the creation of a range of complex and high level reports to a varied audience, adapting style to suit needs, including; business cases, analytical work with significant risk and prominence.
- Substantial presentation skills with the ability to give high level engaging presentations to a varied audience using various methods. The post holder will be expected to give briefings and presentations explaining findings and to justify conclusions to various levels of personnel including to the BTPA and Senior Officers in formal environments
- Adaptable communication skills with the ability to communicate with mixed audiences (including senior management) using a variety of media.
- Negotiating and consulting around analytical support and terms of reference (including SCT and Senior Managers).
- High level of political awareness and sensitivity and the ability to present and detail information to different audiences in a comprehensive and easily understood manner
- Advanced skills in using a range of IT technology, including; Microsoft Office, Power BI, Business Objects, data mining, statistical programs for a variety of purposes of performance management, research and analysis.
- Excellent organisational skills and attention to detail with evidence of operating at and maintaining high standards through periods of high demand, managing competing demands and priorities and successfully managing customer expectations throughout
- Highly skilled at using new and unique data sets to enhance products and improve organisational and operational performance

**Knowledge:**

- Understanding and awareness of political environments and confident in dealing with people at all levels both internally and externally
- Knowledge of development of analytical methodology, including creating guidance documents and frameworks.
- Knowledge of R / Python for advanced statistical analysis
- Knowledge of data development, including multi-agency data
- Strategic thinker with the ability to identify and resolve issues of a complex nature
- Advanced knowledge of both analytical and social science research methodology and statistics
- Excellent knowledge of UK policing environment
- Working knowledge of advanced analytics

**Desired Criteria:**

**Qualifications and Training:**

- A postgraduate qualification in a relevant discipline, preferably with a statistical, social research methods or criminological component
- Prince 2 Practitioner
- Management Qualification (CMI)

**Experience:**

- Previous experience working in a similar organisation/team
- Experience in designing and delivering training courses to teams to enhance and develop skills

**Skills:**

- Familiarity with programming software (such as R and Python) and/or statistical packages such as SPSS.

**Knowledge:**

- Knowledge of the Evidence Based Policing agenda
- Knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally

**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.*

**I. AUTHORISATION DETAILS**

Prepared By:	Vanita Patel	Date:	08/01/2019
Area Commander /FHQ	Simon Downey	Date:	10/01/2019
HoD:		Date:	14/01/2019
Evaluation Panel:			