

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 Team Leader	Current Grade:	B002
Department:	National Disruption Fusion Unit (NDFU)	Area:	FHQ
Reports To:	NDFU Analysis and Performance Manager	No of Posts:	1
Level of vetting	MV		

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

The NDFU Team Leader manages a pan-industry analytical team comprised of British Transport Police (BTP), Network Rail (NR) and Railway Safety Standards Board (RSSB) analysts. The post holder will be a national lead on the continuous development and improvement of disruption analysis and will be responsible for driving the NDFU strategic vision and leadership culture across all participant organisations. The post holder will be a multi-disciplinary expert with a broad skill set that spans classical intelligence analysis, performance analysis and data science.

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

Financial – Direct or Non-Direct

- **Non-Direct** – Influence over the deployment of BTP resources as well as NR/stakeholder activity in relation to railway disruption. The NDFU Team Leader will have critical input on how analysis is created and presented; NDFU recommendations could have significant financial implications (including benefits realisation) for BTP, NR and rail industry stakeholders.

Staff Responsibilities – Direct or Non-Direct

- **Direct** – First line management responsibility for all BTP staff in the NDFU

REWARD

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

- Lead on the creation and production of products which incorporate elements of classical intelligence analysis, performance analysis and data science techniques
- The NDFU Team Leader will be a knowledge champion within the unit and will be responsible for continuous skill-set progression of the analytical team (including new systems, analytical techniques and best practice from across the fields of analysis and data science)
- Lead on the production of mixed methods analytical work of the highest level which carries a considerable degree of organisational risk to all involved stakeholders due to the outward facing nature of the unit
- The NDFU Team Leader will conduct high-level, complex analysis that is beyond the technical ability of analysts in the unit
- Provide quality assurance against national standards in intelligence analysis, performance analysis and data science for analytical support across the organisation to drive innovation and best practice
- Manage the analytical team, conducting regular appraisals in line with organisational requirements, and offering advice and support for the development of team members
- Supporting the design, development, implementation and maintenance of national reports with the expectation to deliver 'best-in-class' reporting for both BTP and NR
- Set the benchmark for product standards within the unit to ensure robust methodological frameworks, clear analytical findings as well as useful, practical recommendations for consideration and implementation by pan-industry stakeholders
- Influence pan-organisational decision-making in relation to police-related disruption, safety and identified risk
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role
- Attend mandated senior internal and external stakeholder meetings to represent the unit, and deliver high-level presentations on NDFU work
- Lead on horizon scanning by monitoring external developments in the rail industry and other areas that may have an impact on NDFU stakeholders in the future
- Deputise for NDFU Analysis and Performance Manager as and when required

E. DECISION MAKING:

Make decisions

Influence over the deployment of NDFU analytical resources. Will have critical input on how analysis is carried out and presented and the recommendations made to influential decision makers (internal and external) making resource allocation decisions.

Significant say in decisions

Required to make significant contributions to the design, construction and final content of strategic NDFU products which will in turn inform strategic decision making processes of both BTP and NR.

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

Internal

- Chief Officers and Heads of Department
- BTP areas aligned to the broad 'safeguarding the railway portfolio' including the National Vulnerability Unit, the Designing Out Crime Unit (DOCU) and the BTP Safeguarding Team
- BTP Embedded Disruption Officers, all Police Officers and police staff

External

- NR
- Railway Safety Standards Board (RSSB)
- Various Train Operating Companies (TOC's)
- Samaritans and other passenger support organisations
- Land Sheriffs

Supervision

- The post holder will directly manage all BTP staff in the NDFU
- The post holder will report directly to NDFU Analysis and Performance Manager

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

Essential Criteria

Qualifications and Training:

- 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:

- Experience in supervising/managing a team of staff
- Experience in delivering training to analysts on new analytical techniques or technical skills
- Experience of creating complex reports and then sharing this knowledge with other analysts to enhance their skillset
- Evidenced research and analytical experience gained through work experience
- Experience in using all Microsoft Office applications
- Experience in managing large data sets for the purpose of research and analysis

Skills:

- Strong IT skills including a working knowledge of all Microsoft Office applications (in particular Excel), Power BI, Business Objects, Mapinfo and ArcGIS
- Proven excellent qualitative and 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 professionally interact with senior internal and external stakeholders
- Ability to maintain the highest levels of integrity, discretion and confidentiality
- Ability to quality assure intelligence products and negotiate with and influence senior industry stakeholders based on data and analytical outcomes
- Able to set out logical arguments clearly, adapting language, form and message to meet the needs of different people/audiences
- Able to review and assess individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary
- Able to develop, motivate and inspire others to achieve their best in line with the established leadership culture
- Time management and work prioritisation with the ability plan ahead, allocate work appropriately within the team and to identify and mitigate risks to delivery

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

Essential Criteria

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

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

Experience:

- Previous experience working as a senior analyst, team leader 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
- 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

- 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: Cassandra Unger

Date: 29/12/2019

Area Commander

/FHQ HoD:

Date: