BRITISH TRANSPORT POLICE

HR8:1.3
Version 0.1

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:	Insight Analyst	Current Grade:	B001
	Department:	Strategy and Performance	Area:	FHQ/C Division/B Division/D Division
	Reports To:	Analytical Insight and Statistics Manager	No of Posts:	9 (1x B Division/1x C Division/1 x D Division/ 6 x FHQ)
	Level of vetting:	RV	Post Number:	

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

Act as an analytical and research expert, identifying exceptions, preparing and managing the delivery of high quality products and research, leading BTP's commitment to evidence-based policing in accordance with BTP's strategic objectives and performance pillars. Apply advanced and innovative analytical techniques and technology to ensure work is effective, efficient and drives 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

Non-Direct: Overseeing and directing the research work of officers and staff members across departments and portfolios.

Any Other Statistical Data

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

- Manage both qualitative and quantitative analytical work alone, as part of a team or in conjunction with other departments.
- Provide support to the Analytical Insight and Statistics Manager and Head of Analytics in the delivery of a programme of analysis and research development aimed at informing improvements to BTP's operating model and service delivery.
- Assist in Identifying good practice nationally and internationally, ensuring continual improvement
- Feed the results of analysis and research into relevant decision-making forums at a senior and local level, ensuring that BTP activities, planning and strategy are based on evidence and ensure effectiveness and efficiency in all aspects of work
- Support other departments, units and individual staff with their analytical needs ensuring a proactive approach to all projects.
- To take a lead role in producing the highest level analytical work, as appropriate, which carries a substantial degree of reputational risk or significance and requires the highest level of analytical expertise and advanced subject knowledge.
- Analyse a range of complex data sets to develop insights and recommendations
- Review the type of information used in the analysis process and the analysis product/technique and recommend improvements using specialist knowledge.
- Identify risk and harm through data analysis and consistent scanning of exceptions to assist in protecting the public and keeping the railway running
- Conduct research projects when required using a variety of social research methodologies and highlight recommendations to improve or enhance service delivery
- Use Business Objects, Excel, SPSS, N*Vivo and other specialist software (Power BI) to enter and analyse data for BTP research projects and consultations.
- Apply advanced quantitative and qualitative techniques and use analytical software to ensure that work is statistically reliable, valid and representative in providing recommendations for policy and practice for the force.
- Develop and maintain a database of key indicators and information in order to track performance and highlight exceptions.
- Produce high-quality reports that explain methodological choices, discuss findings, draw conclusions and make recommendations for consideration by senior officers and managers.
- Identify information gaps and make recommendations based on analysed data to Senior Officers, managers, and external agencies through effective reports and presentations and provide advice on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.
- Designing and managing research projects; using a variety of research methodology, including conducting surveys, interviews and focus groups (including victims of crime, passengers and rail staff).
- Conduct analytical research as part of BTP's consultation strategy; ensuring that the views of victims, passengers, rail staff and other stakeholders are incorporated into the development of BTP strategy and policy.
- Monitor external developments in policing, criminal justice and other relevant areas that may influence future BTP research, policy and strategy and advise senior officers and managers accordingly.
- Provide horizon-scanning monitoring external developments in policing, criminal justice and other relevant areas that may influence BTP, feeding this into analysis and advising senior officers and managers accordingly.
- Explore innovative research approaches; evaluating and critically appraising data and research sources in order to draw in evidence based conclusions and recommendations.

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E. DECISION MAKING:

Make decisions

Significant say in decisions
-   Make recommendations and decisions to senior management in relation to analytical findings
-   What analytical themes to explore
-   Appropriate research and analytical methodology
-   Make recommendations on resources and action to senior staff members

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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, Police officers and staff

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

External

Train Operating Companies and rail industry staff

Rail Delivery Group (RDG)

RSSB

Her Majesty's Inspectorate of Constabulary (HMIC)

Victims of crime, passengers, local community/interest groups

Train Operating Companies and rail industry staff

Passenger Focus and other consumer organisations

Association of Train Operating Companies (ATOC)

Transport Salaried Staffs' Association (TSSA)

Private and third sector research organisations

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 degree in a relevant discipline, preferably with an analytical, social research or statistics component, or relevant work experience

A further qualification in Analysis (e.g. NIAT)

Experience:
- Experience of producing complex reports, both alone and as part of a wider team
- Proven research and analytical experience gained through work experience or educational background. Trained and experienced in using Microsoft Office applications and database and the use of big data for the purposes of research and analysis.
- Experience of producing research and analysis using different types of data from a variety of sources.
- Use of different IT systems to gather and analyse data and present the results.
- Trained and experienced in giving presentations to a varied audience, both informally and formally.
- Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to a varied audience.

Skills:
- Excellent qualitative and quantitative analytical and research skills
- Proven problem solving and creative thinking skills, with the ability to think outside the box and come up with new and innovative solutions to problems.
- Proven social research skills
- Ability to work with a variety of complex data sets
- The ability to work as part of a team and on own initiative
- The ability to liaise with internal and external contacts to establish and develop a two-way exchange of information and data
- Excellent verbal and written communication skills, with the ability to communicate effectively with a variety of audiences
- The ability to synthesise and summarise complex information (including statistics) into a user-friendly format
- Good report writing skills, including editing and proof-reading.
- Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint and Power BI
- Self-motivated with the ability to work under pressure while producing high quality work.
- Good interpersonal skills and the ability to work effectively as part of a team.
- Ability to analyse and respond to external developments and identify issues clearly and quickly.
- Prioritisation skills to manage time and workload – the post holder must be able to evidence managing a demanding workload

Knowledge:
- Understanding and awareness of political environments and confident in dealing with people at all levels both internally and externally
- Interest in or working knowledge of programming languages (such as R or Python)
- Advanced knowledge of both analytical and social science research methodology and statistics

REWARD

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Desired Criteria:

Qualifications and Training:

A postgraduate qualification in a relevant discipline, preferably with a statistical, social research methods or criminological component

Experience:

Experience of carrying out high level analysis and horizon-scanning in a police, criminal justice or government setting

Experience of conducting research and policy work on sensitive topics

Experience of presenting analytical and research findings in a variety of formats to a variety of different audiences

Skills:

Familiarity with programming software (such 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

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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.*

Post holders may require travel to other departments and various locations across the BTP network throughout their role.

I. **AUTHORISATION DETAILS**

Prepared By:	Ashley Auger and Vanita Patel	Date:	07/01/2019
Area Commander /FHQ HoD:	Vanita Patel	Date:	10/01/2019
Evaluation Panel:		Date:	14/01/2019