

JOB DESCRIPTION: CRIMINAL JUSTICE RESEARCH AND PERFORMANCE ANALYST

SALARY: A5: £30,180 – £38,538 + Local Government Pension Scheme

REPORTS TO: Criminal Justice Policy and Research Manager

Purpose of the Job

To drive forward improvements in research and performance across the Office of the Police and Crime Commissioner (OPCC) for Hertfordshire relating to the Community Safety and Criminal Justice Plan.

To help the PCC carry out his statutory functions relating to the monitoring of the performance of Hertfordshire Constabulary and the wider criminal justice system locally.

Main Areas of Responsibility

- Support the development of the OPCC's Performance Monitoring Strategy and framework to include effective oversight of policing delivery and partners' delivery against the Community Safety and Criminal Justice Plan.
- Use research and analysis to help the PCC hold the Constabulary, and others to account for the delivery of projects which support the objectives outlined in the Community Safety and Criminal Justice Plan.
- To provide regular performance summaries for the Commissioner and Chief Executive via exception reporting with high level summaries to support meetings with the Chief Constable, including briefings, contextual analysis and quality assurance on the Constabulary's own data production.
- Develop and maintain a range of performance frameworks which enables the Commissioner and the agencies within the Local Criminal Justice System to measure performance, identify problems and develop solutions.
- To work with a range of stakeholders including the Youth Offending Service, HM Courts and Tribunal Service, Crown Prosecution Service and Probation to gather and analyse complex data from a range of sources drawing robust conclusions.

Entry Requirements

It is desirable for the post holder to have a degree in Maths, Statistics or Performance Analysis, or should have at least three years' experience in criminal justice performance analysis.

The post holder should have experience in analysing complex data sets and disseminating the results in a suitable format for all levels of expertise.

The post holder should have experience of preparing and presenting key reports to different audiences.

The post holder must have strong organisational skills with the ability to work independently and manage their own workload.

The post holder should have advanced Microsoft Excel skills and be able to use formulas and macros appropriately and understand a variety of criminal justice data sets.

Other General Requirements

- The post holder will occasionally be required to work additional hours.
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Personal Qualities (Behavioural Competencies)
<p>We are emotionally aware</p> <p>I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.</p>
<p>We take ownership</p> <p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.</p>
<p>We are collaborative</p> <p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>
<p>We deliver, support and inspire</p> <p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.</p>

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.