



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Local Policing  
**AREA/DEPT:** Violence Reduction Partnership  
**FAU:**  
**SECTION:**  
**JOB TITLE:** **VRP EVIDENCE HUB ANALYST**  
**REPORTS TO:** VRP Evidence Hub Manager  
**CURRENT RANK/GRADE:** **E**  
**DATE:** February 2021

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide strategic analytical products to inform and direct senior decision makers throughout the Violence Reduction Partnership. To interpret and analyse data, internal and external strategic factors, research material, and environmental scanning, to ensure better understanding of the problem of serious violence and to enable all communities across Merseyside to have the right to be free from violence in order to provide the best life chances for all.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- (a) Provide an analytical service appropriate to the needs on behalf of the VRP; analyse, interpret and monitor results drawing inferences and making recommendations as required.
- (b) Research, produce and deliver strategic analysis findings in reports and presentations to Chief Officers, Senior Officers and various stakeholders through within the multi agency organisations to inform decision-making and promoting best practice.
- (c) Compile accurate performance data to inform reports, producing timely and relevant analytical products for VRP Evidence Hub Manager, VRP Director and other stakeholders that takes account of the problem of serious violence.

- (d) Design and develop solutions / processes to meet new analysis requirements on all aspects of multi agency data in order to inform decision making at all levels in the Partnership, working both independently and in supporting the VRP Evidence Hub Manager and VRP Director.
- (e) Investigate and carryout feasibility studies into new Analytical tools, techniques and software in order to improve analytics for information collection, integrity checking, analysis and presentation of management and performance information.
- (f) Identify, analyse and inform the VRP Evidence Hub Manager and VRP Director on current, new and emerging information / trends from a range of external sources including government strategies, reviews and reports, police journals and academic research papers to ensure better understanding of the problem of serious violence.
- (g) Proactively undertake continuous professional development to develop and professionalise the role within and outside the partnership.
- (h) Through collaborative and supportive working relationships with other agencies produce regular strategic analysis to inform senior managers and multi agency decision-making.
- (i) Take the lead on pieces of work and successfully manage stakeholder expectations through early consultation, careful planning and consideration, and appropriate and effective communication.
- (j) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the potholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Experience and understanding of analytical concepts, processes and techniques and in applying innovation and creativity to the function. Extensive knowledge of computerised query building.

Detailed knowledge of a wide and diverse range of multi agency information systems to understand the processes and data that are available for analysis and measurement of performance.

Organisation and time management skills, particularly in relation to the management of workload together with the ability to demonstrate flexibility in terms of working practices and in meeting demanding and impromptu deadlines.

Significant experience in selecting and using appropriate statistical research tools and techniques, with the ability to add interpretation, draw conclusions and make recommendations.

Ability to scrutinise, question and dissect large amounts of information. Ability to identify areas that require investigation.

Proven ability in communication, both verbal and written with the ability to present / prepare reports.

Proven ability to communicate with all consumers and suppliers of information and the ability to present complex analytical findings in clear and simple terms to diverse audiences.

Ability to influence and be assertive in negotiating information and analysis requirements with customers.

A flexible approach to both working hours and practises to meet partnership demands.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

None

**(b) Supervision Received:**

The post holder will report to the VRP Evidence Hub Manager but is expected to work on own initiative or as part of a team.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Frequent contact with Personnel of all levels including Chief Officers across the multi agency partnership regarding delivery of strategic analysis findings.

(ii) **Outside Merseyside Police:**

Regular contact national and local agencies, and other suppliers and consumers of information and analysis.

Contribute towards creating, developing and maintaining links with external customers, partners and other relevant organisations.

**5. CONTEXT:**

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

Ensuring that members of the Partnership and all external agencies are provided with accurate and timely strategic analysis.

The post holder works within the Force Flexible Working Hours policy. The pattern of work is broadly Monday to Friday. The post-holder needs to be flexible to meet any exceptional demands placed on the partnership.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

The post-holder will develop the research and analytical processes necessary to ensure that the Partnership complies with the following:-

Partnership Agency  
Relevant Legislation

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** None

**Staff:** None

**Other:** All other consumers and suppliers of management information and analysis throughout the multi agency partnership organisations.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Support the VRP Evidence Hub Manager and VRP Director in improving the way that the Partnership presents, analyses and interprets management information while at the same time meeting exacting standards of integrity and quality in the provision of data and information.

Ensuring that the post-holder remains fully conversant with all relevant information systems and the way that new research and analysis software tools could be used to produce innovative solutions for new information requirements.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The Violence Reduction Partnership is a co-located multi-agency team of Police, Local Authority, Education, Health, Fire Service, Youth Offending and Police Crime Commissioner Staff. Its aim is to assess and better understand the problem of serious violence and devise strategies and implement interventions to address the root cause of serious violence.

The Partnership approach is to instead of seeing serious violence as an enforcement problem for the police to deal with, is to look at the root causes of why a given person becomes involved in violence i.e. trauma during childhood as a result of neglect, poverty, poor education outcomes, parent in prison, lack of role models, parental drug use, etc. By knowing what impacts on a child's future life chances we can seek to intervene early and support them / their parents, etc to prevent these traumatic incidents from impacting in the way that they often do.

The postholder must maintain confidentiality and trust at all times and on all matters and will be required, on occasion, to deal with issues of an extremely sensitive and / or confidential nature

The post will be subject to vetting / security checks either internally within the Force or in the form of Government Vetting.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:  
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn: