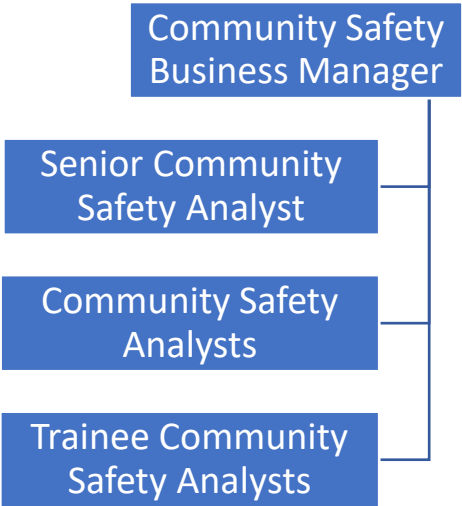


JOB DESCRIPTION & PERSON SPECIFICATION	
<b>Director Area:</b> Adult Care and Community Wellbeing	<b>Job Ref Number:</b>
<b>Service Area:</b> Community Safety	<b>Grade:</b>
<b>Job Title:</b> Trainee Community Safety Analyst	
<p><b>PURPOSE OF JOB:</b></p> <p>This is a development role with the expectation that, upon successful completion of a bespoke personal development plan with specific timeframes, the post holder will transition to that of a substantive Community Safety Analyst.</p> <p>During this time, the Trainee Community Safety Analyst will also assist in delivering the mission of the Community Safety Insight Team: “To understand data and learn how to use it to enhance safety and wellbeing across Lincolnshire”.</p> <p>While a key of the role will be presenting and explaining data in innovative and engaging ways, the ultimate aim is to deliver actionable insights that are built on an analysis of why things have happened so that problems can be tackled at an early stage.</p>	
<p><b>TEAM STRUCTURE:</b></p> <div style="text-align: center;">  <pre> graph TD     A[Community Safety Business Manager] --- B[Senior Community Safety Analyst]     A --- C[Community Safety Analysts]     A --- D[Trainee Community Safety Analysts]             </pre> </div>	
<b>MAIN DUTIES:</b>	
1	<p>The primary duty of this post is to successfully complete a personal development plan which will prepare the postholder to undertake the role of Community Safety Analyst.</p> <p>As such the postholder will be expected to fully engage with the entirety of the personal development process, taking full ownership and responsibility for fulfilling the objectives and behaviours outlined in their plan.</p>

	<p>If this is via an apprenticeship, this will involve undertaking all training and following all processes within agreed timescales. The postholder will take personal responsibility for assessing their own development and readiness to progress into the Community Safety Analyst role.</p> <p>Whilst carrying out the personal development plan, trainees will be expected to work towards fulfilling the duties and responsibilities of the Community Safety Analyst, with a sliding scale of support and direction provided by the Senior Community Safety Analyst and other Community Safety Analysts as the trainee progresses through their plan.</p>
2	<p>Analyse data in response to tasking by the Community Safety Service and related multi-agency partnerships. Analysis will usually be undertaken in a strategic context but may occasionally be in support of tactical and operational activities.</p> <p>Data sources include those that are quantitative and qualitative; open and closed/restricted; community safety related and other social/demographic datasets. While this is not a performance analysis role, performance data may also be analysed. There may also be the requirement to advise and facilitate the collection of new data to fill identified gaps.</p> <p>Analysis of data must fulfil the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Be clear</li> <li>▪ Be relevant</li> <li>▪ Be accurate</li> <li>▪ Be pithy</li> <li>▪ Be presented verbally (even if only to summarise a larger written report)</li> <li>▪ Be insightful</li> <li>▪ Be engaging</li> <li>▪ Make appropriate and meaningful recommendations</li> </ul>
3	Input into the process of setting terms of reference for pieces of work. This will be with the direction and support of the Senior Community Safety Analyst initially, with an increasing level of responsibility expected as proficiency and experience in the role progresses
4	Progressively build a toolkit of analytical skills and techniques. Apply these skills to enhance the understanding of a particular issue or data source. Learn how to undertake these techniques and when they should be deployed
5	Take an experimental approach in using, presenting, and visualising data and analysis to maximum effect. Iterate future pieces of work based on prior experience and feedback
6	Proactively scan and improve knowledge and awareness of the full range of data sources that might assist understanding of community safety issues
7	Develop and maintain relationships with colleagues across other analysis/insight teams and the community safety sector
8	Fully participate in team, service, and partnership meetings
9	Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role, including data protection and LCC codes of conduct
10	Assist the Senior Community Safety Analyst in production of strategic assessments

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to degree level with significant qualitative or quantitative analytical component	A	✓	
Ability to learn quickly, undertaking on and off the job training as agreed within personal development plan	A/I	✓	
Experience of working in analysis	A		✓
Highly advanced critical thinking skills: <ul style="list-style-type: none"> <li>▪ Able to evaluate relevance and accuracy</li> <li>▪ Able to make inferences</li> <li>▪ Able to identify bias</li> <li>▪ Able to identify problems</li> </ul>	A/T/I/P	✓	
Proactive problem-solving attitude. Able to act on initiative to solve problems through research, seeking advice, experimentation/ testing of potential solutions	A/T/I/P	✓	
Highly numerate. Able to employ a range of descriptive statistical techniques and discern which are most appropriate within a piece of work	A/T/I/P	✓	
Experience of working with data in MS Excel or any other digital application	A/T/I/P	✓	
Able to communicate clearly and effectively with a wide-ranging audience, from senior leaders to frontline staff, subject matter experts to new and inexperienced staff	A/I/P	✓	
Able to deliver authoritative and accessible written reports and verbal presentations	A/I/P	✓	
Ability to work autonomously and prioritise workloads so that competing deadlines are delivered within pre-agreed timescales	A/T/I	✓	
Understanding of the impact community safety issues have on individuals and communities	A/T/I/P	✓	
Understanding of the sensitivities required when handling data relating to individuals and populations	A/I	✓	
Knowledge of MS Office 365, especially PowerPoint, Word, Outlook, Sharepoint and Teams	A/T/P	✓	
Commitment to continuing professional development to keep abreast of this constantly evolving field of work	A/I	✓	

Commitment to delivering the core values and behaviours as promoted by Lincolnshire County Council	A/I	✓	
Able to pass police vetting at appropriate level	A/I	✓	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.