

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number:

Service Area: Community Safety

Grade:

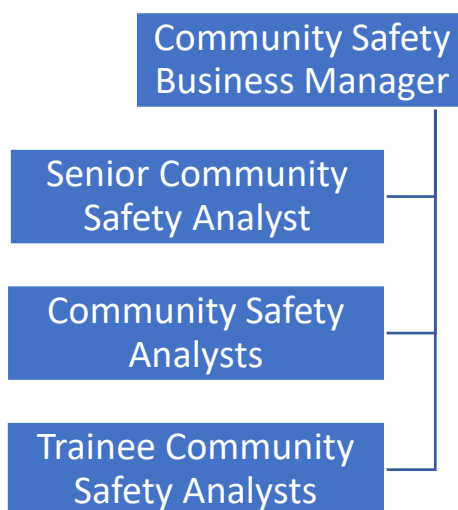
Job Title: Community Safety Analyst

PURPOSE OF JOB:

To support the delivery of the mission of the Community Safety Insight Team: “To understand data and learn how to use it to enhance safety and wellbeing across Lincolnshire”.

While a key part 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.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | <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"> ▪ Be clear ▪ Be relevant ▪ Be accurate ▪ Be pithy |
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	<ul style="list-style-type: none"> ▪ Be presented verbally (even if only to summarise a larger written report) ▪ Be insightful ▪ Be engaging ▪ Make appropriate and meaningful recommendations
2	Within a pre-set initial framework, negotiate, develop, and agree detailed terms of reference for tasked pieces of analysis by liaising directly with stakeholders
3	Employ a range of analytical skills and techniques to enhance the understanding of a particular issue or data source. This includes (but not limited to) strategic analysis, socio-demographic analysis, crime pattern analysis, data dashboard visualisation, GIS mapping. The analyst must deploy skills and techniques with discernment to avoid presenting superfluous or misleading material
4	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
5	Use protected personal project time to proactively develop knowledge, skills and ideas that will benefit the insight team and wider community safety service and present the results back to colleagues in the team
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	Develop a personal presence and reputation in the team, service, and partnership as a credible and knowledgeable analyst. To fully participate in team, service, and partnership meetings; be prepared to show leadership in project settings; and challenge orthodoxy or group thinking when it is not supported by evidence
9	Support the effective operation of the team by seeking guidance, advice, and feedback from the Senior Community Safety Analyst and Community Safety Business Manager, and sharing knowledge and skills with trainees and other analysts
10	Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role, including data protection and LCC codes of conduct
11	Assist the Senior Community Safety Analyst in production of strategic assessments

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to degree level or professional qualification in analysis OR under exceptional circumstances significant practical experience in providing analysis	A	✓	
Experience (at least 2 years) working in analysis either within the public sector or the third sector	A	✓	Experience of analysis in a community safety agency
Highly advanced critical thinking skills: <ul style="list-style-type: none"> ▪ Able to evaluate relevance and accuracy ▪ Able to make inferences ▪ Able to identify bias ▪ Able to identify problems 	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	✓	Also has a firm grasp of inferential statistics
Sound knowledge of analysis using MS Excel – fully conversant with pivot tables, matching and linking data, formulae, and power query	A/T/I/P	✓	Knowledge of VBA
Working knowledge of data dashboard packages. Experience of creating meaningful dashboards from beginning to end <ul style="list-style-type: none"> ▪ Data wrangling ▪ Data modelling ▪ Data visualisation 	A/T/I	✓	Skilled in use of MS Power BI
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	✓	Knowledge of partnership working arrangements in Lincolnshire
Sound knowledge and understanding of General Data Protection Regulations	A/I	✓	
Sound knowledge of MS Office 365, especially PowerPoint, Word, Outlook, Sharepoint and Teams	A/T/P	✓	Experience of Power Automate
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.