

Job Description and Person Specification

Community Safety Support Analyst

A Lambeth to be proud of



Job Title: Community Safety Support Analyst

Department: Growth and Environment

Division: Public Realm and Safety

Business Unit: Service Development and Performance Management

Grade: P04

Reports to: Community Safety (SLP) Manager

Responsible for: N/A

1. Context

The Public Realm and Safety Service covers several key frontline and strategic areas for Lambeth Council, including improving public safety, delivering frontline statutory enforcement services, community safety functions and assurance of safe housing in the private rented sector. Vital to this is compliance to public protection and environmental matters across the Borough.

As a Community Safety Support Analyst, you will collect and analyse a range of data and provide analysis to assist the performance management of programmes and initiatives by the Safer Lambeth Partnership to reduce crime and disorder in Lambeth. The post holder will act as the lead intelligence analyst for gang and group offending. You will have effective interpersonal and communication skills.

Lambeth expects its officers to show openness, honesty and commitment, and, of course, to deliver results. This post will be expected to work collaboratively across Public Realm and Safety to deliver the outcomes placed upon the division, ensuring flexibility of approach and a “can do” attitude.

2. Job Purpose

- a. To source, collect, analyse and report on crime and other relevant data from a range of agencies in the London Borough of Lambeth on behalf of the Safer Lambeth Partnership (the borough’s statutory Community Safety Partnership).
- b. To support the Safer Lambeth Partnership with data collection, data monitoring techniques and systems.

3. Responsibilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time

- a. Provide in-depth analysis of the crime trends within Lambeth, utilising a range of sources and techniques, including statistical analysis, quantitative analysis, GIS (Geographical Information Systems) analysis, etc. This will include the production of crime mapping and problem-solving reports.
- b. Provide intelligence and network analysis in relation to community safety, including gangs, their associations and networks, to assist in the disruption of networks and groups committing criminal activity and exploiting vulnerable residents.
- c. Contribute to the development and implementation of the Public Realm and Safety Service Plans providing data, baselines and targets as necessary.
- d. Research, collate and prepare regular Performance Management reports and analysis of the crime situation in Lambeth using a wide variety of analytical techniques. Specifically, this will include the evolving picture of gangs and group offending.
- e. Develop close working relationships with local partner agencies (such as the police, probation, health, local authority services, non-statutory agencies and VCS organisations), assisting them with the data and intelligence collection, management techniques and data sharing through the maintenance of an Information Sharing Protocol that complies with relevant legislation and meets good practice standards.
- f. Act as part of the central hub of information during critical incidents, mapping key individuals to assess risk and inform interventions, including allowing information to be shared to the necessary partners to assist in safeguarding procedures.
- g. Provide analysis in the aftermath of critical incidents to inform allocation of key tasks and measurement of impact.
- h. Collate and prepare regular monitoring reports to central agencies as needed (e.g. Home Office, MOPAC).
- i. Establish, update and maintain a library of official research papers, reference documents, service reports and statistical reviews for use by the Safer Lambeth Partnership.
- j. Perform a variety of data and research duties in line with the needs of the Safer Lambeth Partnership as directed by the Community Safety (SLP) Manager.
- k. Ensure that information is produced in a clear, concise and timely fashion for internal and external bodies. Assist in the analysis and presentation of detailed statistical data and information as required.
- l. Assist in providing data to support Lambeth's serious violence strategies and its programme delivery workstreams in tackling crime and disorder through the provision of regular analytical, needs assessment and evaluation products.
- m. Work with other analysts in the Public Realm and Safety Division and other relevant Council services to deliver analytical products, provide cover for key functions, share knowledge and develop best practice.
- n. Support the effective review and evaluation of programmes and initiatives to evidence their effectiveness and provide cost benefit analysis, where feasible.
- o. Produce succinct and structured written communication, conveying clear messages and achieving a positive impact on a diversity of recipients, choosing the most appropriate form of communications.

- p. To provide the data to enable relevant services to make recommendations about the development of strategy in relation to crime and disorder reduction and reducing harm, informing decisions about the tasking and deployment of resources.
- q. To be involved in the effective sharing of information between statutory and voluntary sector partners to support improved partnership working and the effective targeting of resources.
- r. To help analyse and evaluate various data and intelligence from partner agencies to enable services to target their resources to tackle crime and disorder including environmental crimes.
- s. To help with the reporting of findings, by producing Performance Management reports, to the Partnership and Executive Boards of the Safer Lambeth Partnership, senior managers and other relevant partners to support effective performance management of delivery to meet national and local targets.
- t. To undertake research and identify good practice to assist the Safer Lambeth Partnership to develop and evidence effective responses to crime & disorder and substance misuse in Lambeth.
- u. To assist in the creation of problem profiles, network charts and other analytical products to identify gang and group offending patterns in Lambeth to aid in reducing the impact of gangs and criminality on the community.
- v. Support a robust performance management framework in the Safer Lambeth Partnership and Lambeth Made Safer through the establishment of clear targets for delivery, regularly monitoring progress against these targets and provide clear information on performance (including forecasting). This includes robust evaluation of relevant programme activity funded or delivered through the Lambeth Made Safer workstreams.
- w. Help ensure data collection takes account of equalities issues and that the work of the Safer Lambeth Partnership and Lambeth Made Safer promotes diversity and community cohesion through robust Equality Impact Assessments of key strategies and programmes.
- x. Provide analysis that will underpin and support bids for external funding.
- y. Become a point of contact within the area of Community Safety and share knowledge and contribute towards wider partnership working both internally and externally.
- z. To ensure that the requirements of all health and safety legislation are carried out in relation to the responsibilities of the job.
- aa. Ensure that data is processed appropriately in accordance with Lambeth policies and procedures, GDPR and DPA 2018 requirements.
- bb. Undertake any other duties that may be required to meet the exigencies of the service as required by the service. These may be varied from time to time to meet the needs of the service.

4. Personal Attributes

- a. To undertake any other duties as may be required relevant to the job role and purpose.
- b. Personal credibility to provide professional support to a large team.
- c. Consistently takes accountability for own actions and holds others to account.
- d. Has the highest levels of personal and professional integrity and can gain the respect and confidence of colleagues, Senior management, the community, other stakeholders and staff.

- e. Uses personal credibility to foster engagement with staff to enable their contribution to service development, improvement and to ensure the directorate achieves strong levels of performance.
- f. To actively promote and uphold the Council's Code of Conduct, Priorities and customer service standards
- g. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
- h. To ensure that the Council's policies and procedures in relation to Equality of Opportunity are always implemented in the discharge of the duties of the post.
- i. To ensure that the diversity of staff and service users is respected and ensure that the services provided by the unit reflect the needs of all sections of the community, including different faith groups
- j. Has a collaborative approach to developing solutions and improving services.
- k. Committed to own personal development and that of the workforce.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key knowledge	K1	Experience of working within strict guidelines and legislative frameworks (e.g. Data Protection, IPA, RIPA, CPIA)	
	K2	Working knowledge of Geographic Information Systems such as MapInfo and ARC GIS.	✓ A
	K3	Working Knowledge of how police crime statistics are recorded and experience of working with multiple police data sets.	✓ A
	K4	Knowledge of intelligence analytical techniques including network analysis, OSINT	✓ A
Relevant Experience	E1	Proven experience of the collection and analysis of crime data, intelligence and other relevant information from a range of agencies relating to community safety to deliver and support programmes/activities to reduce crime and disorder.	✓ A
	E2	Experience of preparing briefings for presentation, using analytical techniques and tools to demonstrate findings. Making recommendations based on accurate, well-defined analysis	✓ A
	E3	An effective team player experienced in working within a dynamic environment and having the ability to manage competing pressures in response to strict deadlines and changing priorities	
Qualification		Relevant degree and/ or professional qualification or relevant work experience	

<p>Core Values and Behaviours</p>	<p>Equity</p> <ul style="list-style-type: none"> a. Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. b. Ensure fairness and justice is at the heart of my decision making and support to my team and others. c. Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. d. Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part e. Take positive action to ensure everyone in my team has opportunities to learn and grow at work f. Encourage everyone to be themselves at work and value who they are g. I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
	<p>Kindness</p> <ul style="list-style-type: none"> a. Treat each member of my team with respect and dignity just as I would want for myself. b. Encourage each member of my team to do their very best work and am available to them to provide support and guidance. c. Personalise my support to each team members and look out for them, lending a hand wherever I can d. Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together e. Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard f. Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. g. Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. h. Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
	<p>Accountability</p> <ul style="list-style-type: none"> a. I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way b. I ensure my team and employees take individual and collective accountability for performance and 	<p>✓ A</p>

		<p>delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> c. I ensure my team plan ahead, getting the basics right and take swift action when problems arise d. I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. e. I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. f. I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. g. I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. h. I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> a. Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. b. Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. c. Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together d. Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes e. I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. f. Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. g. Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	