**ROLE PROFILE**

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| **Role Title:** | Performance and Analysis manager | **Leadership level:** |  |
| **JRN:** | 30488 | **Job family:** |  |
| **Band:** | 11 | **Location:** | Location Based |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Area command / Department:** | North East ROCU | **Vetting level:** | MV & SC |
| **Reporting to:** | D/Supt – NE ROCU | **Date accepted as a role profile:** | January 2023 |
| **Posts responsible for:** | Allocated staff  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Responsible for the design and production of research and analytical products that enable an effective strategic and tactical response to serious and organised crime and an understanding of SOC performance. Support business, business change and improvement within the ROCU by designing, embedding and maintaining the research, analysis and performance functions. Provide strategic direction and lead on performance management, ensuring systems and frameworks are effective in identifying organisational risks and informing senior management decision-making. The individual will be responsible for development and maintenance of a holistic ROCU performance management framework across ‘operational’, ‘business’ and ‘people’.  |
| **Key responsibilities of the role:** |
| **1** | Support ROCU business in the production of research and analytical products that drive activity across serious and organised crime in line with the regional SOC control strategy and the ROCU network strategy 2030.  |
| **2** | Design and embed a strategic performance framework across all ROCU functions to ensure a continued focus upon improving service delivery. |
| **3** | Drive forward analytical business including the research, development, evaluation, and implementation of effective software products and systems to ensure a consistent and corporate standard of delivery. |
| **4** | Lead the planning, coordination and delivery of analysis and dissemination of performance management data in order to provide managers with accurate and meaningful performance information. |
| **5** | Provide professional insight and advice, based on analysis and interpretation to support improvement activity. |
| **6** | Manage and be responsible for the recruitment, appraisal, continuous professional development and performance of staff, ensuring staff have the knowledge, skills and experience to promote, embed and deliver a professional and effective service. |
| **7** | Operate effectively as part of the SMT, advising and supporting other SMT members and capability leads on the use of performance management systems, techniques and toolkits in order to enhance understanding and contribute to performance improvement. |
| **8** | Manage activities and allocated staff including planning and prioritising workload, identifying aims and setting objectives ensuring the provision of timely, innovative and quality services and professional advice. |
| **9** | Represent the ROCU at internal and external meetings to promote effective communication, identify good practice, emerging issues and ensure evolving concepts are used to shape organisational change and improvement. |
| **10** | Work alongside force and ROCU network peers in agreeing / establishing analytical parameters for the products they require to drive business, whilst ensuring the ROCU is at the forefront of analytical best practice. |
| **11** | Maintain and manage an effective triage system to ensure all research and analytical work adopted fits within ROCU priorities whilst delivering feedback to managers and staff. |
| **12** | Develop and monitor analytical standards and techniques to ensure a consistent and corporate approach to the analysis of information throughout the ROCU. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal: ROCU Senior Responsible Officer, Regional SOC tasking lead, Head of ROCU, D/Supt. ROCU, SMT members, ROCU Capability leads, ROCU Senior analysts****External: ROCU Joint Committee (regional PCCs & Chief Constables) ROCU Management Board (regional DCC’s, )Force Heads of Performance, Force Heads of SOC, NPCC SOC Portfolio Office, NCA SMT, UK Police Forces, College of Policing, Commercial IT software companies, Academia.** |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 | IPP – Principal Analyst Portfolio / Qualification. |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Educated to degree level (or equivalent professional experience in a similar role).Strong analytical skills, with the ability to identify themes, trends and issues.College of Policing Intelligence Professionalisation Programme (IPP) Certification and continued IPP compliance.Highly developed knowledge of research, analysis and evaluation.Strong understanding of the strategic and operational environment. | Understanding of the police/public sector working environment.Experience in management of leading diverse teams.Experience working at a management level in performance arena.Experience of training and coaching | Application/interview/CPD |
| Planning and organising | Designing and implementing performance, planning or business improvement frameworks.Able to allocate resources appropriately for the analytical function and utilise commercial acumen to make risk-based decisions that deliver effective outcomes within the available budget.Able to plan to medium cycles and contribute to long term planning, to identify and act on dependencies with other parts of the Force and to identify and mitigate known risks to delivery. | Awareness of legislative and government issues affecting the Police Service. | Application/interview/CPD |
| Problem solving and initiative | Excellent problem-solving skills with the ability to identify innovative and forward thinking action plans to improve performance or service delivery.Able to apply or devise specialised concepts and methods of analysis (or commission them from others), to clarify and / or solve complex problems, and facilitate strategic resourcing decisions. |  | Application/interview/CPD |
| Management and teamwork | Experience of leading an analytical, business improvement or performance team.Experience in leading, coaching, empowering and motivating employees.Committed to team development and identification ofAble to manage the introduction of new analytical techniques or ways of working within the team.Skilled in setting analytical function, team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required ensuring that the right results are achieved. | Experience of working at a senior level of management.Able to deliver change that reshapes the analytical function, to deliver appropriate responses to emerging trends and issues. | Application/interview/CPD |
| Communicating and influencing | Fluent and effective communication and persuasive skills at all levels and across a range of subject areas.Able to present information effectively and with impact across the organisation.Strong relationship management skills.Ability to build appropriate and effective professional networks. |  | Application/interview/CPD |
| Other skills and behaviours | Willing to take ownership and be accountable for decisions and actions.Committed to personal and professional development.Committed to inclusion, equality and diversity.Ability to maintain the highest levels of integrity, discretion and confidentiality. |  | Application/interview/CPD |