

Analysis & Informatics Manager / Principal Analyst

Department: Justice & Home Affairs

Division: States of Jersey Police

Reports to: Head of Business Support & Shared Services

JE Reference: JHA1101

Grade: CS13

JE Date: 28/11/2022

Job purpose

Analysis and Informatics Manager/Manager/Principal Analyst leads an effective Informatics function which supports the organisation's strategic direction, operational management and performance improvement within a modern knowledge managed and enabled organisation. The role aims to promote an informatics culture across the organisation.

Whilst taking and informing a government wide approach, the role's main focus will be the ensuring analysis and informatics forms a crucial element of decision making within the States of Jersey Police and contributing to the wider Criminal Justice System.

Job specific outcomes

Provide expert advice and guidance to the chief officers, senior officers, The Minister, Assistant Minister, States Members, Scrutiny Panels and Director Generals on the use, management and reporting of activity, data and intelligence and the quality of data and information. Provide accurate, timely and proactive information, including benchmarking of performance over time and/or against other organisations, in order that robust operational decisions are taken which improve services and outcomes.

Prepare and present information, reports and operational insight analysis to senior officers and Ministers to inform strategic and operational decision-making. Lead on the development and deployment of technologies aimed to facilitate insights, communicate data and enable more effective and efficient analysis. Provide expertise and drive innovation in all domains of analysis in Policing, i.e. intelligence analysis, crime analysis, performance analysis, data science.

Identify opportunities for service improvement, service optimisation and improved user experience through impactful service activity reporting, productivity reports, forecasting and benchmarking by using a variety of data from a wide range of systems to support strategic and operational decision-making.

Lead on cross-government working groups to understand a 'whole-system' approach in Criminal justice, regularly benchmarking against Police Forces and Criminal Justice systems in the UK and globally. Maintain awareness of best practice and academic research on analytical domains, ensuring that States of Jersey Police analytics maintains innovative and forward thinking. This involves leading on the identification, resource allocation and overall development of data sets and analytical methodologies on behalf of Police and partner agencies.

Build an information culture where people turn naturally to information to support decision-making. Working with officers, management and administrative staff to raise their competency to demanding, using and working with data, analysis and business intelligence. This includes improving data quality, analysis and using information in planning and evaluating service development and performance; the result is an informatics service which is valued by stakeholders, along with improved services and outcomes which are based on evidence.

Develop and implement the Police Analysis & Informatics Strategy, working in partnership with other departmental leads (e.g. CYPES Head of Informatics , SPPP Heads of Policy, Senior Managers within Government within the Law Officers Dept., Jersey Police Authority Executives) this will underpin the organisation's strategic direction and ensure that effective information technology and systems are in place to support day-to-day operations.

Lead the development and constant improvement of the Analysis & Informatics function, working with external organisations to develop informatics and support improvements to operational services. Represent the government in appropriate local, national and international forums in relation to the analysis of data and intelligence, data collection, performance reporting and benchmarking within Police Services and wider Criminal Justice systems. The outcome will be a positive reputation for Jersey, along with improved services and outcomes.

Provide effective support to performance management and costing processes at all levels. This includes supporting the provision of information for staff appraisals/professional revalidation, service performance and departmental performance information. This will result in improved operational performance management at all levels within States of Jersey police

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Statutory responsibilities

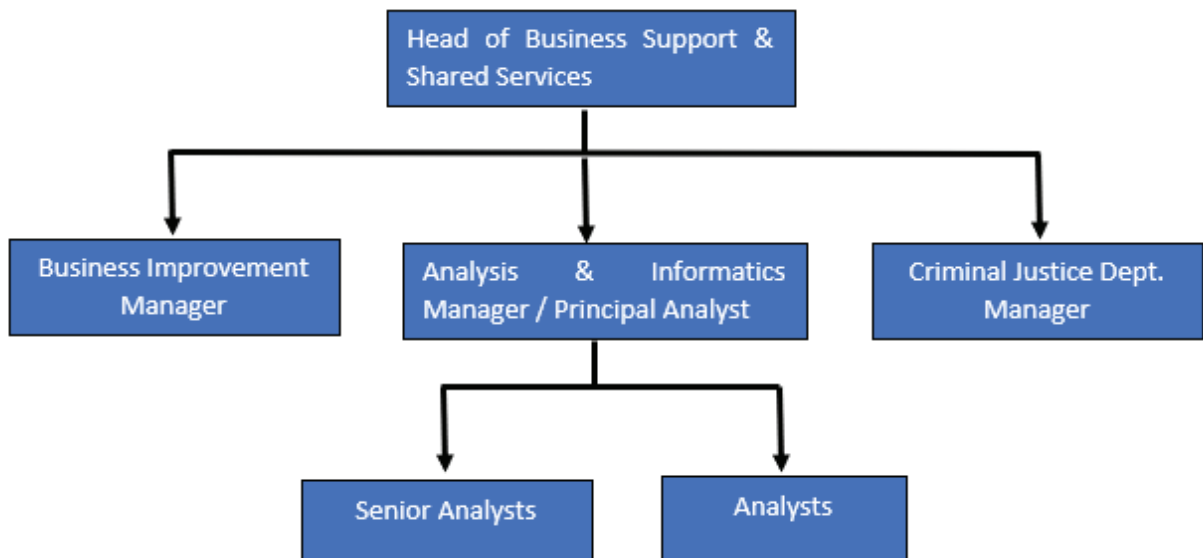
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- *List the primary service areas that are accountable to the role*
- XX
- XX

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Educated to degree level or equivalent, in an informatics or analysis-related subject.</p> <p>Post graduate professional qualification in an informatics or analysis-related subject or management qualification.</p> <p>Evidence of ongoing personal and professional development.</p>	<p>Project management qualification.</p> <p>Media training.</p>
<p>Knowledge</p>	<p>An in-depth specialist knowledge of policing, intelligence and criminal justice, including relevant regulations, policy and legislation.</p> <p>Detailed awareness of the Criminal Justice system and government agencies in Jersey and individual components/areas.</p> <p>Knowledge and experience in benchmarking.</p> <p>Demonstrable understand of the importance of good information and systems to the business and success of departments.</p>	<p>Working knowledge of the States of Jersey corporate policies such as Data Protection, Freedom of Information and Financial Directions.</p>
<p>Technical / Work-based Skills</p>	<p>Excellent analytical and numerical skills; confident with statistics and their presentation.</p> <p>Ability to assimilate, interpret and communicate complex information and lead options appraisals to inform departmental strategic objectives.</p> <p>Competence in applying a 'whole system' management approach to strategy development and solving problems.</p> <p>Ability to identify, plan and undertake research and development initiatives to inform strategic objectives.</p> <p>Clear vision of the role of informatics as an enabler to modernisation.</p> <p>Highly competent in using Microsoft Office</p>	

	<p>Suite (Excel, Word, PowerPoint, etc.) and other industry standard report writing tools (e.g. SQL, PowerBI, Alteryx, IBM I2 and Analyst Notebook).</p> <p>Ability to apply and analyse data using Statistical Process Control and demand and capacity analysis.</p>	
General Skills/Attributes	<p>A strong personal presence, effectiveness and credibility with a diverse range of stakeholders, able to build and maintain successful working relationships.</p> <p>People management, motivation and leadership skills. Excellent verbal and written communication (including presentation) skills. Ability to communicate complex, sensitive or contentious information.</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p> <p>Experienced in leading change management and applying conflict resolution skills in a politically challenging environment.</p> <p>Highly developed influencing and negotiation skills with all staff groups and wider stakeholders.</p> <p>Creative thinker.</p> <p>Team player and effective team builder.</p> <p>Time management skills and reliability in consistently delivering against deadlines.</p> <p>Highly resilient, maintaining effectiveness under significant pressure.</p> <p>Ability to work independently and autonomously. Personal resilience to deal with challenging situations.</p>	
Experience	<p>Experience working at a strategic level in Analytics and Informatics, including</p>	

	<p>involvement in strategic planning and decision- making.</p> <p>Evidence of business case development and a proven track record of successful, organisation-wide delivery in complex environments.</p> <p>Experience of implementing service improvement ideally using LEAN methodology.</p> <p>Experience and delivery of savings.</p>	
Criteria relating to Safeguarding	<p>This post holder requires high levels of personal resilience.</p> <p>Is exposed to confidential, sensitive unsavoury information.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.