

Senior Analyst

Department: Justice & Home Affairs

Division: States of Jersey Police

Reports to: Analysis & Informatics Manager

JE Ref: JHA1102.1

Grade: CS11

JE Date: 06/07/2023

Job purpose

The Senior Analyst provides highly complex analysis and intelligence to senior leaders, policy professionals, operational managers and ministerial audiences in order for them to deliver better and more cost-effective police and criminal justice outcomes through the use of analysis, business insight / intelligence and performance reporting. The Senior Analyst is also responsible for the line management and professional development of staff including performance management.

This role will be within the States of Jersey Police and will also work with other government departments and UK agencies to ensure the organisation continuously improves the analytics and informatics culture.

Job specific outcomes

The Senior Analyst will hold subject matter expertise across multiple analytical domains, i.e. Crime Analysis, Data Analysis, Intelligence Analysis, Performance Analysis, Business Intelligence Analysis, Financial Crime Analysis. This subject matter expertise will enable holistic and full interpretation of the environment, data and associated policy/legislation and will therefore enable fully informed and impactful recommendations to be made. The Senior Analyst will also line management and professionally develop staff within the team. This will include organising and delivering tailored professional development and coaching staff to reach goals.

The Senior Analyst will provide expertise in the identification and analysis of partner agency data (CYPES, Health, SPPP), feeding this data into Police and Criminal Justice System Informatics pipelines. The Senior Analyst will take primacy on the coordination, development and refinement of regular 'whole system' analytical approaches and initiatives, using memorandums of understanding to feed data into States of Jersey Police, distil insights and then disseminate analysis to, and for the benefit of, partner agencies across government and the wider Criminal Justice System.

Advise stakeholders on matters of intelligence, information, data and performance reporting, including systems or process changes which will impact on information reporting. Monitor that effective information processes are being followed to ensure the timeliness and validity of information. Liaise with stakeholders to address any issue of non-compliance and to encourage/promote continuing data quality improvement. The outcome will be improved data

quality, compliance and an informatics service which is valued by stakeholders and enables them to perform data and information tasks accurately.

Working as part of the National Intelligence Model process to develop intelligence in operational, tactical and strategic contexts. Parallel sourcing intelligence to evidence to be used in evidential proceedings and attending court to present evidence. Analyzing communications data in both an intelligence and evidential capacity. Analyzing digital evidence or intelligence to be used in intelligence based or evidential investigations. Work closely with departmental managers to identify, interpret and present intelligence and performance information with detailed recommendations for customers and the public, including outcomes and impact on Islanders. This will improve operational performance and/or transparency and will demonstrate the extent to which Police strategic objectives and departmental priorities have been achieved and therefore enable States of Jersey police to be accountable to Islanders.

Provide informatics advice and support to departments and partners. Develop and deliver intelligence and informatics skills development (training) at all levels within the organisation, for example statistical interpretation, communication of concepts and business modelling. The outcome will be improved data quality, compliance and an analytical and informatics service which is valued by stakeholders and enables them to perform data and information tasks accurately, along with an increase in skills across government, which will improve service performance. Advising consultants and auditors on the types and qualities of the organisations data. Produce analysis which is used by departments to continuously improve services and Criminal Justice outcomes. Improve the quality of analysis, in order to ensure that performance management is effective and efficient across government and its partners, and to ensure analysis continues to meet operational and strategic needs and processes remain compliant with best practice.

Improve the quality and/or timeliness of information reporting by designing, delivering and evaluating information processes, advising stakeholders of any system or process change/development and utilising knowledge of new and emerging technologies in intelligence/informatics. The outcome will be reports which meet the customers' needs, and which inform and improve operational and strategic decision making. Continuously improve performance reporting, analytical techniques and modelling tools. This requires a deep understanding of changing strategic and operational requirements, strategies and plans. Develop appropriate information strategies and deliverables e.g. activity and performance monitoring, demand and capacity planning, organisational strategy development. This will result in improved productivity and efficiency in intelligence/informatics, including processes which are best practice and therefore improve value for money of the team and the accuracy of reporting to support operational and strategic delivery.

Champion and ensure compliance with best practice by actively engaging with relevant external bodies (e.g. Statistics Jersey, Office for National Statistics, and other bodies relevant to the business area e.g. College of Policing, Intelligence Professionalization Programme, National Crime Agency), using this to guide developments and inform stakeholders. Adhere to data security and confidentiality in accordance with legal requirements, Government of Jersey policy and best practice standards, liaising with Governance teams to ensure compliance and to address issues of non-compliance. This will result in the team and stakeholders applying good governance and information security and will reduce the risk of data breaches.

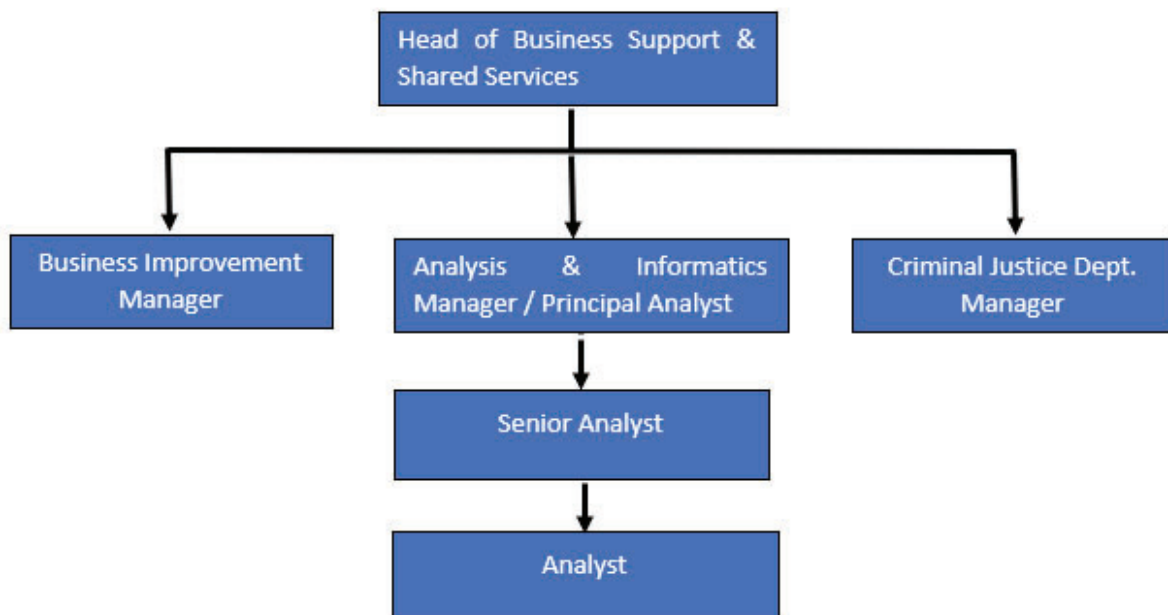
Challenge and improve departments' performance management arrangements, in order to provide assurance that underlying systems, planning, monitoring and data can be relied upon, to increase confidence in the accuracy of reporting and to identify areas for further improvements in outcomes. This will improve operational performance, service quality and outcomes for Islanders. Provide

advanced business support, delivering advanced analysis and intelligence to assess the impact of priorities, strategies and service delivery. Provide insight into current trends, forecasts, deeper meanings and impact in order to improve government performance and inform effective, evidence-based decisions which improve service quality, value for money and outcomes for Islanders.

Statutory responsibilities

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

Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level or equivalent in a subject with a significant numerical component.</p> <p>Evidence of ongoing personal and professional development.</p> <p>Management related qualification to a level 5 standard.</p>	<p>Senior Analyst Intelligence professionalization programme accreditation</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Subject matter expertise in multiple analytical domains</p> <p>Subject matter expertise in the multiple data types and sources collected and held by Police and wider Government depts.</p> <p>Detailed knowledge of a broad range of quantitative and qualitative research methods, business intelligence and analytical techniques, with experience of applying these in a service improvement context.</p> <p>Understanding of how to improve outcomes through a consistent focus on the drivers and removing barriers to improvement.</p>	<p>Understanding of Outcomes Based Accountability</p>

	<p>Knowledge of approaches to stakeholder engagement and intelligence gathering.</p> <p>Demonstrable knowledge of organisational and political process; ability to work with agility across a broad range of subject areas whilst maintaining a clear sense of purpose.</p> <p>Knowledge of all aspects of corporate/operational/strategic performance management and using information to improve operational and strategic performance and achieve outcomes. Knowledge of how this applies in the business area of the team/role.</p> <p>Understanding of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate at the highest level within them.</p> <p>Understanding the needs and challenges of working with a wide range of stakeholders.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to analyse data, identify trends, identify issues and provide insights and recommendations to improve working practices and data quality, with a particular focus on the relevant business area of the post (e.g. health and social care).</p> <p>Ability to present complex analysis in a comprehensible way that drives action.</p> <p>Advanced use of Microsoft Office suite (Excel, Word, PowerPoint etc) and other industry standard report</p>	<p>Alteryx Core certification</p>

	<p>writing tools (e.g. SQL, DAX, PowerBI, Alteryx, GIS) to deliver quality outputs including dashboards and scorecards.</p> <p>Ability and drive to learn how to use new business intelligence reporting programmes/software.</p> <p>Demonstrable initiative/skills to identify solutions to meet the informatics needs across the service collating information across multiple business systems.</p> <p>Project management experience and experience of working on projects where significant influencing skills were required.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Highly customer focused - excellent interpersonal skills and ability to build and maintain successful working relationships.</p> <p>Ability to train staff of all levels.</p> <p>Driven by the identification of problems and finding solutions through informatics and intelligence.</p> <p>Ability to work across organisational boundaries.</p> <p>Ability to innovate and think creatively about problems.</p> <p>Ability to work collaboratively, develop strong working relationships and challenge robustly where required, including those more senior.</p> <p>Excellent verbal and written communication skills, including use of data</p>	

	<p>visualisation to communicate complex messages persuasively.</p> <p>Ability to deal sensitively with challenging situations and give clear messages even when they are unwelcome.</p> <p>Personal and professional demeanour and credibility which commands the confidence of a range of stakeholders.</p> <p>Self-managing – ability to work on own initiative whilst also achieving results as part of a team.</p> <p>Ability to work independently, inspire confidence in others and make informed knowledge based decisions within their area of responsibility.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant analysis, reporting and line management / leadership experience and/or leading on particular analytical domains.</p> <p>Experience of developing business models to support operational requirements, including development of system product roadmaps aligned to organisational strategy.</p> <p>Experience of specifying system requirements and developing technical specifications that can be used to negotiate with third party suppliers or for in-house development.</p>	<p>Experience working at management level (management of people or highly complex processes) and clear understanding of the need for an informatics and intelligence service that directly supports evidence based delivery and improvements</p> <p>Experience of working effectively with senior officers and Ministers within a political environment, including when transmitting challenging messages.</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with</i></p>	<p>Is exposed to confidential, sensitive unsavoury information.</p>	

<i>vulnerable people e.g. attitudes, skills, experience etc.</i>		
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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 5 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.