# Job Description

**Community Safety Analyst**

**Role Profile** Specialist -BCP Band **H**

**Service/Team** Community Safety

**Reports to** **Analytical & Performance Hub Manager**

**Responsible for** **0**

**Number of posts** 1

**Post number** TBC

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** collating, storing, processing, and analysing crime, anti-social behaviour, substance misuse, and reoffending information and data to inform the work of the Council and the Community Safety Partnership with decision making.

**Job Overview**

* Support the delivery of responsibilities under the Crime and Disorder Act, including the Strategic Assessment of crime and Disorder, Community Safety Partnership Plan, and maximising multi-agency information-sharing to prevent crime and disorder.
* Support the development and delivery of a multi-agency information management process to gather, interpret and analyse data.
* Support the development and delivery of the Strategic Assessment of Crime and Disorder on behalf of the Community Safety Partnership.
* Support the collation of multi-agency evidence to support the Council and the Community Safety Partnership, and which can be used to predict criminality, based on trends and incident data.
* Support the interpretation of information and intelligence from the Police, Council, and partner organisations to establish an evidence-based approach to community safety, with the intention of helping to prioritise areas that need the most attention.
* Demonstrate good knowledge of analytical processes and techniques and be able to produce analytical products from a wide range of datasets and intelligence to provide operational information.
* Prepare clear and accurate research reports, briefing papers and reports for partners, directors, and senior managers, relating to crime and ASB.
* Participate and assist the Partnership in the use of Open-Source information to capture intelligence on threats to BCP, for example, by gang members or other organised groups operating in the borough.
* Support compliance with GDPR and responsible data-handling processes.
* Complete ad-hoc projects as designated by management, on time and to a high standard of quality.
* Identify and support opportunities for gathering intelligence and sharing information across relevant agencies, organisations, and sectors.
* Actively engage with internal and external stakeholders to fully understand operational requirements and promote effective crime and disorder prevention strategies.
* Contribute to the Council’s statutory responsibilities under the Crime and Disorder Act 1998.

## Key Responsibilities

* Support the Council’s frontline services in understanding community safety risks, threats, and vulnerabilities across the borough through the provision of relevant data, research, and analysis, and to ensure council resources are deployed, tasked, and utilised effectively.
* Deliver analysis to understand the nature of crime and anti-social behaviour in BCP, assist in the preparation of the Community Safety Partnership assessment and deliver performance analysis for the operational tasking of Council and partner resources.
* Provide knowledge and expertise as part of the delivery of a data-intelligence, performance, business intelligence or analytical function within the Community Safety team, to deliver the best outcomes for the Council.
* Produce and deliver tactical information products to enable effective targeting of resources. These might include problem profiles, hotspot and problem locations profiles and performance analysis.
* Provide research and analysis products to inform the Council’s Enforcement services on a timely basis, to include current patterns/trends, emerging threats and long-term forecasting using contemporary analytical methodologies (e.g., PESTEL, SARA etc.).
* Present analysis to relevant groups or meetings, such as of the Community Safety Partnership strategic and tactical groups, referencing research or analytical outcomes, intelligence, and evidence.
* Conduct regular data cleansing tasks on a database or system to ensure that the quality and integrity of data is maintained, and identify risks with current data storage and use, so that lessons can be learned, and future breaches minimised.

## Specific Qualifications and Experience

* Possess a relevant HND Level qualification or equivalent, or be able to demonstrate equivalent knowledge, skills, and proven experience in the provision of research and analysis products on a timely basis, including patterns/trends, emerging threats and long-term forecasting using contemporary analytical methodologies.
* Understanding of crime reduction and community safety issues.
* Knowledge of the process and development of Strategic Assessment of Crime and Disorder and related community safety analytical products.
* Knowledge and experience of key analytical software (databases and GIS), Microsoft Suite (Excel, Access, Word, PowerPoint) and handling of mass dataset.
* Experience and knowledge of the provision of research and analysis products on a timely basis, to include current patterns/trends, emerging threats and long-term forecasting using contemporary analytical methodologies.
* Knowledge of database maintenance and interrogation techniques (e.g., SQL)
* Experience of supporting crime and disorder partnerships and the delivery of appropriate intelligence products and data.
* Experience or knowledge of supporting multi-agency partnership arrangements and working with partner agencies to develop multi-agency data and intelligence.
* Experience of delivering intelligence products to support multi agency problem solving, tasking and intelligence-led activities.
* Proven experience of working with and handling sensitive information.
* Experience of writing strategic and tactical reports and of providing research and analytical reports to senior stakeholders.

## Personal Qualities & Attributes

* Ability to use analytical software (databases and GIS), Microsoft Suite (Excel, Access, Word, PowerPoint) and handling of mass dataset.
* Ability to utilise research and analysis products on a timely basis, to include current patterns/trends, using contemporary analytical methodologies.
* Skills in qualitative and quantitative research (including both theory and methodology).
* Ability to analyse complex issues and to develop action plans for achieving operational and strategic objectives.
* Good written and verbal communication skills and the ability to communicate to a diverse audience.
* Highly developed communication and presentation skills with experience of presenting to a wide range of audiences.
* Ability to always maintain high level of sensitivity and discretion
* Ability to successfully work in partnership with other key public services

## Job Requirements

* Police vetting will be required to access relevant police information systems
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.