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| **Job Description**   |
| **Date:** | November 2023 |
| **Job Title:** | **Performance and Insights Manager** |
| **Post Number:** |  |
| **Division/Department/Section:** | Prevention and Violence Reduction |
| **Line Manager:** | Head of Prevention and Violence Reduction |
| 1. **PURPOSE**
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| To provide sophisticated performance data insight and analytical support to inform the development and delivery of strategy and policy advice to the Police and Crime Commissioner, supporting colleagues within the OPCC to undertake policy, partnerships, scrutiny and community engagement work. To manage and undertake research, analysis and interpretation of relevant police performance data relating to crime, community safety, engagement and criminal justice in order to inform the work of the PCC and the OPCC as required.The post holder will work closely with Force and OPCC colleagues, partners and stakeholders to develop performance tools and products to ensure that best possible information is available to decision makers. |
| 1. **POSITION IN THE ORGANISATION**
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| **2.b Roles that work directly for this post.** |
| None |

| 1. **MAIN RESPONSIBILITIES**
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| **What is the post responsible for? (INPUT)** | **With what results? (OUTPUT)** |
| Develop, implement and review a performance and insight strategy for the OPCC, producing tools and materials to ensure that the PCC and OPCC colleagues have access to the best available data for the purposes of policy development, community engagement and scrutiny.  | Ensures that key OPCC activities are informed by relevant information and analysis, so that decision makers are sighted on key data and that OPCC policy delivery can have the greatest impact and value.  |
| Collect, analyse and interpret data from a variety of sources to inform key OPCC policy areas, including, but not limited to: Prevention and Violence Reduction; Commissioning; Community Engagement; Scrutiny.  | Ensures that the relevant PCC strategies and policies are well informed and that the PCC and OPCC staff are sighted on the latest relevant data and trends.  |
| To produce high quality analytical products, that are easy to interpret and contain clear and informative charts, graphs and statistics. For such products to be suitable for publication, as required. | To aid the PCC and the OPCC to quickly understand complex information, enabling them to be agile in their decision-making and relay data to a wider audience. To ensure that the public can best access and understand the same data. |
| Source the best performance data, policy advice and guidance for the Commissioner, ensuring the wider local, national and, where appropriate, international operational context is covered. The production of management reports, briefings, and other communications in relation to assigned project and related activities. | Supports the PCC in discharging their statutory responsibilities in relation to the specific policy portfolio by ensuring that colleagues are fully briefed and kept up to date about key issues and developments. |
| Responsible for the development of a specific policy delivery strategy and action plan, aligned to the wider OPCC Police and Crime Plan delivery plan. | To ensure key stakeholders including partners, have a clear understanding of the policy area of responsibility, including actions contained within the Police and Crime Plan. |
| To lead on specific areas of compliance with national strategies, guidance and/or legislation, as relevant to the specific policy portfolio. Supported by the Head of Prevention and Violence Reduction, the post holder will ensure Safeguarding and Equality, Diversity and Human Rights legislation is embedded within the OPCC and that related risks are managed. | Policy initiatives and programmes are compliant with legislation and guidance and take into account the needs and characteristics of the population. |
| Support the Commissioner’s attendance at relevant meetings as appropriate, by:* Reviewing and interpreting supporting material and documentation, in particular performance data.
* Representing OPCC as needed.
 | Ensures that relevant information and data is effectively communicated for meeting participants. |
| Engage with police and partners to help embed relevant elements of the PCC’s strategic vision into operational activity and establish and manage the development of appropriate monitoring and reporting arrangements. | Fully aligned strategic intentions, programmes of work and outcomes to ensure that OPCC and partner activity is positively reinforced. |
| All work carried out by the post-holder is required to be delivered at the best speed, quality and value. | Ensures best value for the public purse. |
| Engendering a culture of continuous improvement and business excellence across the organisation. | Portfolio activity is effective, resource efficient and exceeds expectations. |
| This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues. | Completion of duties to meet the needs of the Police Service. |

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| **4. CONTACTS****Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.** |
|  | PCC and Deputy PCC  |
|  | Chief Executive and other OPCC colleagues |
|  | Head of Policy & Commissioning and OPCC policy team |
|  | Performance, insight and analytics colleagues in partner and stakeholder agencies |
|  | Dorset Police officers and staff |
| * 1. **SPECIAL CONDITIONS/ADDITIONAL INFORMATION**

**List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.** |
| 1. The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.
2. The nature of the work is not always ‘9 to 5 weekdays. The post-holder would be expected to work outside normal hours if circumstances demanded this and would be expected to respond positively to pre-notified out-of-hours requirements to support OPCC needs. Where necessary, appropriate enhancements will be paid.
3. This is a politically restricted post.
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| * 1. **HEALTH & SAFETY TRAINING**

**Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]** |
| Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.You are advised to read the Force’s Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities. |
| * 1. **HEALTH MONITORING**

**Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?** |
| N/A |
| * 1. **VETTING**

**Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., ‘this post is subject to standard recruitment vetting’ or ‘this post is subject to higher level vetting’. Vetting clearance will need to be obtained prior to appointment of a candidate.** |
| Recruitment level |
| * 1. **TERMS OF APPOINTMENT**
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| The salary will be within **OPCC Grade I**. For full salary range refer to Dorset Police Staff pay scales.The current core business hours will be as determined by your senior management and will be in accordance with the Alliance Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision. |

| * 1. **PERSON SPECIFICATION**
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| **Essential Criteria** |
| **Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.** |
| **Criteria to be measured** | **Competencies Required** |
| **Criteria A** | Education to degree level in a relevant discipline, or equivalent experience within performance and insight roles. |
| **Criteria B** | The ability to work unsupervised – able to identify work that needs to be done and able to make sound decisions and produce solutions to problems. |
| **Criteria C** | A sophisticated knowledge and understanding of data interpretation and insights development.  |
| **Criteria D** | The ability to understand and analyse complex information – especially performance data – quickly, to give clear, concise and authoritative advice and able to negotiate and exert influence when required. |
| **Criteria E** | Able to think laterally, for example to consider who might be affected by performance trend and who should therefore be informed. |
| **Criteria F** | Highly developed written and oral communication skills with an ability to write clear and concise responses to consultations and draft policies and present complex data and information to a variety of audiences. |
| **Criteria G** | Excellent administrative and organisational skills including a capacity for multi-tasking and the ability to work to tight deadlines. |
| **Criteria H** | Excellent IT skills including Microsoft Excel and other Microsoft office applications and the ability to interpret and present statistical and qualitative data. |
| **Criteria I** | Able to work comfortably as part of a team.  |
| **Criteria J** | The ability to relate to and gain the confidence of people at all levels within the Office of the PCC and the Force and to develop networks. |

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| **Desirable Criteria (if applicable)** |
| **Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.** |
| **Criteria to be measured** | **Competencies Required** |
| **Criteria K** | Understanding of the roles of a Police and Crime Commissioner in the broader policing, criminal justice and community safety landscape. Experience of working with members in a political environment. |