

The Mayor's Office for Policing and Crime

Job Description

Role	Performance and Analysis Officer	Grade	G6
Reports To	Principal Research Officer	Post Ref	
Directorate	Corporate Services	Team	Evidence and Insight

Job Purpose

- Evidence & Insight is a dedicated in-house social research team consisting of experienced analysts and researchers conducting analytics into crime, criminal justice and policing for London. The team work for the Mayor's Office for Policing And Crime (MOPAC) which is the organisation through which the Mayor of London exercises his role as the Police and Crime Commissioner for London.
- All MOPAC post holders will contribute towards the achievement of the priorities set out in the Mayor's Police and Crime Plan as well as contribute to the fulfilment of the Mayor's and Deputy Mayor's statutory obligations.

Principal Accountabilities

1. Conduct and quality assure complex quantitative data analysis (including big data analysis, statistical modelling, thematic analysis etc.)
2. Develop and maintain performance analysis and reporting products (i.e., data dashboards) to enable MOPAC to discharge its statutory duties for public accountability across crime and policing in London.
3. Writing and conducting presentations.
4. Project management and risk assessment.
5. Line management responsibilities (overseeing work and developing staff, performance management).
6. Work closely with colleagues across MOPAC and MPS to monitor performance against commitments in the Police and Crime Plan and highlight key areas for MOPAC action.
7. Through the provision of evidence contribute to national debates on crime and policing performance management and police customer service and contribute to the development of national policy on crime and policing through the provision of evidence.
8. Upholding integrity in research and data use.

Key relationships

Accountable to: Principal Research Officer

Accountable for: Staff and resources allocated to the job

Principal contacts: GLA family, partner agencies and their representative bodies, the Metropolitan Police and statutory and third sector partners

Person specification

- Research and analytical experience is essential.
- It would be a significant advantage to have experience of, implementing and overseeing performance regimes, data recording systems and performance management systems in complex organisations.
- Experience of analysing qualitative and quantitative data and presenting complex information to senior stakeholders through written reports and presentations.

General Responsibilities

- Manage staff and resources allocated to the job in accordance with MOPAC's Code of Conduct, including their responsibilities around preventing fraud, bribery and corruption.
- Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
- To undertake such other duties as may be reasonably expected.

Behavioural competencies

Delivering Outcomes

Delivers quality outcomes to meet objectives

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

Manages work through informed and reliable judgement

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

Organisational Influence

Provides strong leadership

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of the MPS where practicable, upholding organisational reputation.

Productivity

Manages the right resources to enable effective working

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly, according to capacity, knowledge and skills where relevant. Uses MPS resources ethically and appropriately, ensuring others do the same.

Ensures efficient working

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.

Date: April 2021