# MOPAC | MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

**The Mayor's Office for Policing and Crime**

**Job Description**

| Role | Research Analyst | Grade | G7 |
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| **Reports To** | Research and Analysis 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.

- Working within a multi-skilled flexible team of social research analysts, the role holder will deliver high quality qualitative and quantitative research to support the Police and Crime Plan.

- 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. Awareness of different research methodologies and their respective pros and cons.
2. Survey design and analysis (software such as MR interview, Smart survey).
3. Extraction, cleaning, analysis and interpretation of data from a variety of sources.
4. Conduct quantitative data analysis (e.g. crosstabs, significance testing, regression).
5. Comfortable/experience of working with large data sets.
6. Support qualitative data analysis (thematic analysis).
7. Awareness of evaluation methodologies and techniques.
8. Working knowledge of statistics / statistical inference (e.g. bivariate and multivariate statistics) and statistical software, in particular SPSS (e.g. writing and running syntax).
9. Knowledge of cost/benefits realisation and analysis.
10. Scan research and put together literature reviews.
11. Liaison with stakeholders (and other customers) where appropriate.
12. Writing reports for a range of audiences.
13. Writing and conducting presentations.
14. Attend training/workshops/ conferences as required.
15. Project support with opportunities for project management.
16. Opportunities to line manage placement students and/or interns.
17. Some unit responsibilities (e.g. health and safety, IT champion).

**Key relationships**

Accountable to:                         Research and Analysis Officer

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

## Person specification

Technical requirements:
- Research and analytical experience is essential.
- It would be a significant advantage to have experience of analysing qualitative and quantitative data and presenting complex information to senior stakeholders through written reports and presentations.
- Graduate and/or professional qualification in Criminology, Forensic psychology, Social science or related analytical area. Or the ability to demonstrate the equivalent level of knowledge, skills and competencies.
- Proficient in the use of Word, PowerPoint and Excel.
- Relevant role experience in quantitative social research.
- Proficiency in large scale data manipulation, analysis and statistical methods and software (e.g. bivariate, multivariate analysis and writing and running syntax).
- Ability to communicate and influence staff and stakeholders.
- An effective influencing style through clear written and personal presentation.
- The ability to identify and incorporate relevant academic (or other external) literature in policing and criminal justice improvement.
- Experience of quantitative and qualitative analysis, including survey analysis would be desirable.
- Knowledge of a variety of research methods (in particular experimental methods and survey design/analysis) is desirable.
- Knowledge of cost/benefits realisation and analysis would be desirable.
- Ability to work independently and manage own time.
- Ability to work as part of a multi-disciplinary team.
- It would be also desirable to be able to demonstrate an understanding and/or experience of MPS databases and other related Criminal Justice System (CJS) data tools e.g. Public Attitude Survey, User Satisfaction Survey, CRIS, CRIMINT, DARIS, Mapinfo, MetMIS, Metstats, PNC, Mapinfo, IQuanta, MR interview, Smart Survey, SPSS, OGRS

**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*

Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with Challenges and generates solutions.

*Manages work through informed and reliable judgement*

Uses specialist knowledge and skills to inform decision-making and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

**Organisational Influence**
*Acts with Professionalism*

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. 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.

*Maintains a current understanding of specialist area.*

Shows initiative, personal resilience and motivation to deliver a quality service. 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. Upholds organisational reputation.

**Productivity**
*Manages own time and relevant resources efficiently and effectively*

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Uses MPS resources efficiently, ethically and appropriately. Shows support for efficient working.

Date:    April 2021