

The Mayor's Office for Policing and Crime

Job Description

Role	Principal Research Officer – Social Research and Evaluation	Grade	G5
Reports To	Social Research and Evaluation Lead	Post Ref	
Directorate	Corporate Services	Team	Evidence and Insight

Job Purpose

- Working to the social Research and Evaluation lead, the Principal Research Officer will oversee strands of social research, evaluation or work on Evidence-Based commissioning.
- Principal Research Officers typically supervise the work of Grade 6's and oversee collections or themes of research projects operating at a more strategic level.
- 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. Conducting and overseeing quantitative data analysis (e.g. big data analysis, statistical modelling).
2. Conducting and overseeing qualitative data analysis (thematic analysis).
3. Selecting, planning and directing evaluation methodologies and techniques.
4. Play a role in the commissioning of research within MOPAC and promoting evidence base.
5. Routine use of statistics / statistical inference (e.g. bivariate and multivariate statistics) and statistical software, in particular SPSS (e.g. writing and running syntax).
6. Guide and oversee the development of literature reviews.
7. Writing reports for a range of audiences (and quality assuring others).
8. Writing and conducting presentations (and quality assuring others).
9. Programme management and risk management.
10. A focus on management responsibilities, typically of a series of researchers or research themes - covering the support, work oversight and development.
11. Attend training/workshops/ conferences as required.
12. Planning, directing and quality assuring research (project definition, selection of research methods, use of analysis tools, interpretation of findings, and clear and appropriate dissemination).
13. Management of internal and external senior stakeholders and maintaining a professional network. This can include devising seminars or events.
14. Wider unit responsibilities (e.g. assisting interview processes).
15. Ability to act as an expert on a variety of research themes, research methodology and ethics.
16. Attending, contributing to and presenting at MOPAC/ MPS corporate boards and similar Policy meetings.

17. Financial responsibilities (e.g. contractual, procurement, budget responsibilities).
18. Manage tender and procurement processes and oversee the management of external research providers. Wide-ranging unit responsibilities, including representing the unit across Whitehall and academic conferences; development of policies; tasking).
19. Upholding integrity in research and data use.
20. Working with customers and stakeholders to feed evidence into the development of policy and strategy.
21. Awareness and understanding of upcoming trends and key issues, including those affecting London(ers), with a specific focus on criminal justice.
22. Identification, development and delivery of training (to the team and externally).
23. Deputise for the Social Research and Evaluation Lead as required.
24. Provide professional support to MOPAC (i.e. advising DMPC, Mayor Questions, PCC questions, contributing to relevant Boards) relating to research and data.

Key relationships

Accountable to:	Social Research and Evaluation Lead
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

- Graduate and/or professional qualification in statistics, economics, social science or related area, or an appropriate business management subject; or, an ability to demonstrate the equivalent level of knowledge.
- Knowledge of cost/benefits realisation and analysis.
- Fluent in Word, PowerPoint and Excel.
- Ability to communicate and influence senior staff and stakeholders.
- Ability to work independently and manage own time.
- Ability to work as part of a multi-disciplinary team and across departments.

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