

The Mayor's Office for Policing and Crime

Job Description

Role	Performance and Impact Assistant	Grade	G7
Reports To	Principal Evaluation Officer	Post Ref	
Directorate	VRU	Team	VRU

Job Purpose

- Keeping Londoners safe is the Mayor of London's top priority. The London VRU was set up by the Mayor in the autumn of 2018 as the first VRU in England and Wales. We are tasked with reducing and stabilising violence across the capital, increasing feelings of safety for all Londoners, and ensuring that communities and young Londoners are at the heart of sustainable and long-term change.
- This is a key role within an exciting and ambitious multi-disciplinary team, supporting the Research & Evaluation leads to embed evidence informed practice within the unit. In particular, contributing to the development and operationalisation of a Monitoring, Evaluation and Learning plan and Outcomes based Performance Framework.

Principal Accountabilities

1. Awareness of different analytic and performance methodologies and their respective pros and cons.
2. Supporting the design and updating of monitoring, evaluation and learning tools and templates and data visualization products.
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. Working knowledge of statistics / statistical inference (e.g. bivariate and multivariate statistics) and statistical software, in particular SPSS (e.g. writing and running syntax).
7. Knowledge of cost/benefits realisation and analysis.
8. Understanding of organization performance management.
9. Liaison with stakeholders (and other customers) where appropriate.
10. Writing reports for a range of audiences.
11. Writing and conducting presentations.
12. Attend training/workshops/ conferences as required.
13. Project support with opportunities for project management.
14. Opportunities to line manage placement students and/or interns.

Key relationships

Accountable to: Principal Evaluation Officer

Principal contacts: Violence Reduction Unit & Mopac and wider 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 are 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, potentially with understanding of the public sector, violence reduction sector or voluntary sector
- Knowledge of policing and crime and levers available to drive performance improvement in a policing and wider public service context.
- 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.
- Proficiency in large scale data manipulation, analysis and statistical methods and software (e.g. bivariate, multivariate analysis and writing and running syntax).
- Experience in data visualisation.
- 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 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: December 2021