

## The Mayor’s Office for Policing and Crime

### Job Description

<b>Role</b>	Principal Research Officer – Performance Insights	<b>Grade</b>	G5
<b>Reports To</b>	Performance Insight Lead	<b>Post Ref</b>	E4134 & E4135
<b>Directorate</b>	Corporate Services	<b>Team</b>	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 to the Performance Insights lead, the Principal Research Officer will oversee strands of data, performance, monitoring and oversight.
- 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. Selecting, planning and directing the application of different analytical methodologies with a specific focus on performance monitoring and oversight of the MPS
2. Oversee the design and development of data dashboards.
3. Oversee the extraction, cleaning, analysis and interpretation of a variety of MPS databases (e.g.) CRIS, CRIMINT, DARIS, Mapinfo, MetMIS, Metstats, PNC, Mapinfo, IQuanta, F-boc.
4. Conducting and overseeing quantitative data analysis (e.g. big data analysis, statistical modelling).
5. Conducting and overseeing qualitative data analysis (thematic analysis).
6. Routine use of statistics / statistical inference (e.g. bivariate and multivariate statistics) and statistical software, in particular SPSS (e.g. writing and running syntax).
7. Oversight and organization of performance management frameworks.
8. Writing reports for a range of audiences (and quality assuring others).
9. Writing and conducting presentations (and quality assuring others).
10. Programme management and risk management.
11. A focus on management responsibilities, typically of a series of analysts or research themes - covering the support, work oversight and development.
12. Attend training/workshops/ conferences as required.
13. Planning, directing and quality assuring analysis (project definition, selection of methods, use of analysis tools, interpretation of findings, and clear and appropriate dissemination).

14. Management of internal and external senior stakeholders and maintaining a professional network. This can include devising seminars or events.
15. Wider unit responsibilities (e.g. assisting interview processes).
16. Ability to act as an expert on a variety of analytic themes, methodology and ethics.
17. Attending, contributing to and presenting at MOPAC / MPS corporate boards and similar Policy meetings.
18. Financial responsibilities (e.g. contractual, procurement, budget responsibilities).
19. 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).
20. Upholding integrity in research and data use.
21. Working with customers and stakeholders to feed evidence into the development of policy and strategy.
22. Awareness and understanding of upcoming trends and key issues, including those affecting London(ers), with a specific focus on criminal justice.
23. Identification, development and delivery of training (to the team and externally).
24. Overseeing liaison with the public (e.g. Dashboard queries - fielding queries and complaints).
25. Deputise for the Performance Insights lead as required.
26. Provide professional support to MOPAC (i.e. advising DMPC, Mayor Questions, PCC questions, contributing to relevant Boards) relating to analytics and data.

### **Key relationships**

Accountable to:	Performance Insight 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