

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Community Safety & Environmental Health
POSTHOLDER SECTION	Data, Intelligence and Information Hub
GRADE	POI
POST DESIGNATION / TITLE	IE Business Intelligence Analyst

To be responsible to the Data, Intelligence and Information Hub Manager, and for:

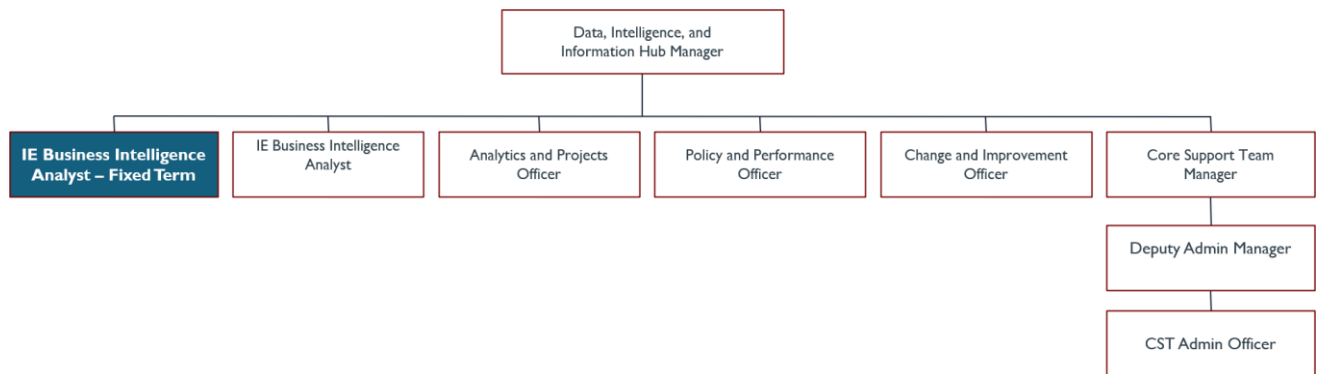
- i) Working across Council departments, divisional teams, and partner agencies to collect, coordinate and analyse intelligence, performance and business intelligence data to support Community Safety & Environmental Health. This includes Public Protection & Consumer Standards, the Safer Greenwich Partnership, Integrated Enforcement, CCTV, licensing, trading standards, counter-terrorism and other community safety priorities, in accordance with agreed Information Sharing Protocols and data protection requirements.
- ii) Overseeing and managing effective systems for the collection, assessment, quality assurance and dissemination of a wide range of public protection, community safety, enforcement, regulatory, CCTV and consumer standards intelligence, information and data, including information submitted to or received by the Council and partner agencies.
- iii) Using research, analysis and evaluation to support and direct project planning, problem solving, operational deployment, commercial opportunities, performance management and service improvement. Attending multi-agency, strategic and operational meetings to present data, identify analysis requirements, and provide evaluated findings, implications and recommendations.
- iv) Building knowledge and expertise as a resource for the team in key areas of Public Protection & Consumer Standards, including CCTV/digital evidence, licensing, trading standards, enforcement, PROTECT, PREVENT and counter-terrorism, and utilising this expertise in the production of analytical products.

Main Duties:

1. Build effective working relationships within the Council at various junior and senior levels, with the police BCU Intelligence Unit and other partner agencies concerning the collection, analysis and reporting of data within a multi-agency public protection and enforcement environment.
2. Work with all Council departments and external partners to improve data collection and its use in the development of strategies, plans, operations, funding bids, commercial opportunities, business planning and management information.
3. Effectively use software packages including databases, spreadsheets, geographical information systems, dashboards and other analytical tools to support intelligence-led decision making
4. Oversee the project and ongoing management of intelligence capability within the Council, taking responsibility for the quality assurance, risk assessment, prioritisation and dissemination of intelligence, while taking account of operational sensitivities, confidentiality and regulatory requirements.
5. Using a variety of local, regional and national data, information and intelligence, carry out analysis to monitor performance, identify trends, highlight emerging issues and support proactive responses to public protection, licensing, trading standards, CCTV, enforcement and community safety priorities.
6. Carry out research and review best practice in order to develop analysis in line with current Public Protection & Consumer Standards, Community Safety, enforcement, licensing, trading standards, CCTV and counter-terrorism policy and practice.
7. Build a knowledge base and expertise as a resource for the team in key areas of Public Protection & Consumer Standards, including Digital Evidence/CCTV, the Safer Greenwich Camera Network, commercial licensing, trading standards, PROTECT, PREVENT and counter-terrorism.
8. Provide briefings, reports, dashboards and presentations, including evaluated findings, implications and recommendations, to disseminate data and analysis in a manner that effectively communicates to the intended audience.
9. Participate fully as a member of the wider Public Protection & Consumer Standards function and support the Senior Management Team, ensuring the provision of an efficient service, including attending meetings, preparing information and supporting the development of joint projects.
10. Coordinate and chair regular liaison meetings with relevant Council analysts, enforcement services, licensing, trading standards, CCTV, community safety and external partner agencies

11. Work with the Housing & Safer Communities Performance Team and other performance functions to support the production and monitoring of dashboards, plans and performance products to drive effective service delivery.
12. Help explore, evaluate and implement analytical capabilities within the Council's evolving public space CCTV and digital evidence systems in order to maximise public/community safety, operational efficiency, evidential value and opportunities for appropriate service commercialisation.
13. Support analysis relating to the Safer Greenwich Camera Network, including performance, demand, coverage, partnership use, cost pressures, income generation and service improvement.
14. Carry out the full range of managerial duties including development and training of staff, incorporating the Performance Review and Development Scheme and ensuring that appropriate action is taken in respect of sickness absence and disciplinary matters.
15. Obtain and maintain appropriate access to, and analysis of data and other sensitive information relevant to public protection, enforcement and community safety.
16. Achieve and maintain any intelligence, analytical, performance, information governance or enforcement-related accreditations relevant to the role.
17. As the nominated intelligence and analytical expert, deliver intelligence, analytical and performance-related training to Council and partner staff as required.
18. Support work connected to divisional priorities, including analysis, information sharing, partnership reporting and identification of emerging risk or demand.
19. Work outside normal office hours as necessary to support operational priorities, urgent analytical requirements, enforcement activity, CCTV-related work or partnership meetings.
20. Travel to meetings outside of the borough as required.
21. Provide resilience and support to other enforcement, regulatory, licensing, trading standards, CCTV and community safety analysts where required and capacity allows.
22. Undertake any other work appropriate to the level and general nature of the post's duties.
23. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, data protection requirements, information governance standards and the New Technology agreement.

Team Structure:



Organisational structure:

