



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Local Policing
AREA/DEPT: Violence Reduction Partnership

FAU:

SECTION:

JOB TITLE: **VRP EVIDENCE HUB MANAGER**

REPORTS TO: VRP Director

CURRENT RANK/GRADE: **F**

DATE: February 2021

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To manage the multi-agency VRP Evidence Hub Team to ensure the efficient and effective delivery of strategic focused assessment, research, analysis and conclusions to ensure better understanding of the problem of serious violence and to enable all communities across Merseyside to have the right to be free from violence in order to provide the best life chances for all.

To provide the VRP with an assessment of organisational performance and demand information, delivering conclusions, identifying areas for improvement and good practise directly influencing decision making and the strategic direction of the Partnership.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Manage a multi-agency team, meeting challenging deadlines and competing priorities to deliver a high quality cost effective and efficient service to the Partnership. Quality assure products, and the dissemination of information in support of all levels of research and analysis in accordance with the agreed terms of reference of the Partnership.
- b) Identify risks through the management of strategic analysis evaluation, providing advice and guidance to all levels of the partnership to drive performance improvement, transparency and accountability.

- c) Deputise for the VRP Director as necessary. This will include producing and presenting work / reports to key strategic meetings i.e. governance, stakeholder, partnership or ministerial meetings and workshops’.
- d) Prepare high quality, innovative and effective strategic analysis and evaluation products for delivery at strategic meetings involving senior management teams and chief officers from partnership organisations and agencies.
- e) Assist the VRP Director with the development of effective research and analysis and to devise strategies and implement interventions to address the root cause of serious violence across partnership organisations.
- f) Develop and maintain links with academic bodies and other research organisations to ensure that the most up to date analytical techniques are employed. Keep abreast of national developments and protocol to ensure a strategic and partnership approach to research and analysis of serious violence
- g) Undertake support services and advice / consultancy to the partnership to promote and support relevant activities.
- h) Identify, scan, analyse and respond to risks ensuring that they are highlighted to the VRP Director.
- i) Represent the Partnership at National Conferences and Seminars and at National Working Parties to ensure that best practise from other organisations is identified and two-way communication is developed.
- j) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder’s area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Educated to degree level or with equivalent experience in statistical, research and analysis and have an understanding of analytical approaches and concepts.

Experience of delivering research and analysis in a complex organisation / multi agency partnership and of using research to inform policy and strategy development.

Experience of supervising, managing and motivating a multi agency team in a large organisation.

Experience in research and analysis and excellent knowledge of Partnership IT Systems is required in order to provide a comprehensive analytical service to the Partnership.

Proven ability in communication, both verbal and written with the ability to present/prepare reports.

High level of interpersonal skills with the ability to deal with people at all levels in the partnership organisations and with outside agencies in order to develop a two-way exchange of information / intelligence.

Demonstrate motivation, commitment and a positive approach to workload and tight deadlines and an ability to manage competing demands, prioritise and innovative ways to meet deadlines.

Comprehensive knowledge of partnership organisations practices and procedures and a detailed knowledge of strategic issues to ensure analysis / information is set within the wider context of VRP.

A flexible approach to both working hours and practises to meet demands.

Lateral thinker with the ability to handle and assimilate large amounts of data / information / intelligence.

Knowledge of procedures and the ability to understand legislation / guidelines are important in order to provide appropriate guidance and advice to Analysts, Researchers and other staff members.

The ability to facilitate groups of people and workshops to support the continuous improvement framework on behalf of the Partnership.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

The postholder will be responsible for the supervision of a multi agency team of Analysts and Researchers.

The post holder will be responsible for direction and guidance to staff on a daily basis and through personal monitoring and evaluation of performance against goals and targets.

(b) Supervision Received:

The postholder's line manager will be the Violence Reduction Partnership Director but is expected to work under their own initiative and with minimal supervision.

(c) Other Contacts:

(i) Within Merseyside Police:

The postholder will be required to have regular contact with personnel at all levels within the Partnership, to inform, advise and liaise on areas of interest.

(ii) Outside Merseyside Police:

Contact with outside agencies including National Government Agencies, other Police Forces, Local Authorities, Health Authorities, professional bodies and academic institutions and consultants.

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers).

Principal customers are the Chief Officers, other senior members of Partnership Agencies.

The post holder works within the Force Flexible Working Hours policy. The pattern of work is broadly Monday to Friday. The post holder needs to be flexible to meet any exceptional demands placed on the Partnership.

Post holder must be willing to travel and accommodate overnight stays.

(b) Framework and Boundaries: (Policies and procedures which affect you and how these can be changed).

The post holder's activities must adhere to the requirements of all Partnership Agencies and all relevant legislation.

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

VRP Evidence Hub Analyst

VRP Evidence Hub Researcher

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Management of staff overtime as required

Staff: 1 VRP Evidence Hub Analyst and 1 VRP Evidence Hub Researcher from multi agency plus other staff attached for specific projects.

Other: Production of analytical products directly impacts on the ability of Multi Agency Organisations to prioritise and allocate resources effectively.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The nature of the work of the Partnership is such that there are often competing demands with short deadlines. The postholder will need to demonstrate an ability to balance conflicting workloads whilst working under pressure.

The ability to be able to understand and identify cross agency issues.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The Violence Reduction Partnership is a co-located multi-agency team of Police, Local Authority, Education, Health, Fire Service, Youth Offending and Police Crime Commissioner Staff. Its aim is to assess and better understand the problem of serious violence and devise strategies and implement interventions to address the root cause of serious violence.

The Partnership approach is to instead of seeing serious violence as an enforcement problem for the police to deal with, is to look at the root causes of why a given person becomes involved in violence i.e. trauma during childhood as a result of neglect, poverty, poor education outcomes, parent in prison, lack of role models, parental drug use, etc. By knowing what impacts on a child's future life chances we can seek to intervene early and support them / their parents, etc to prevent these traumatic incidents from impacting in the way that they often do.

The postholder must maintain confidentiality and trust at all times and on all matters and will be required, on occasion, to deal with issues of an extremely sensitive and / or confidential nature

The post will be subject to vetting / security checks either internally within the Force or in the form of Government Vetting.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn: