**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Senior Information Analyst | **Grade**: P03 |
| **Section:**CSE/Missing Team | **Directorate:** Children’s Services |
| **Responsible to following manager:**CSE/Missing Team Manager  | **Responsible for following staff:**N/A |
| **Post Number/s:**SCAS499 | **Last review date:** March 2019  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The purpose of the role is to support the CSE/Missing team by the provision of high-quality research, information and intelligence to support and underpin to support vulnerable adolescents across the borough and provide information to inform preventative early intervention activity.

This post will work closely with the newly formed co located Exploitation team which includes the CSE/Missing team, Ending Gangs and Youth Violence and colleagues from across the multi-agency partnership to provide analytical products that assist in mapping intelligence on child sexual exploitation (CSE), Child Criminal Exploitation (CCE) and gangs and youth violence in Wandsworth.

This will involve providing intelligence and information on individual children and young people to inform the safeguarding response and delivery of targeted interventions and support to prevent harm.

The post will provide a range of information, data products and presentations to various operational and strategic meetings including Wandsworth’s Vulnerable Adolescents Panel, Weekly Missing meeting, and team weekly tasking meetings. As well as quarterly Vulnerable Adolescent Strategic Meeting and Missing sub group meeting.

The aim of the post is to increase identification and understanding of young people at risk of exploitation through gangs, CSE, CCE, modern day slavery and county lines as well as individuals and criminal groups who are grooming and exploiting young people in Wandsworth.

**Specific Duties and Responsibilities**

1. Delivery of analytical support in the form of reports, presentations, recommendations detailing the risks faced by children and young people who may be missing and /or at risk of exploitation through gangs, CSE, county lines etc

2. Creating data products to support the partnership in building an accurate picture of the prevalence of CSE, gangs and county lines in Wandsworth.

3. Ensure that all necessary data products, statutory records, registers, indexes, files and other procedures are correctly maintained on electronic and, where necessary, manual systems.

4. Establish key contacts with all relevant stakeholders (Colleagues across Children’s services, police, Youth Offending Service, Health, EGYV team, Edge of Care, National Probation Service, Redthread etc.)

5. To evaluate how significant, important and credible data is and how to handle the data in accordance with legislation and best practice, with a view to problem solving, identifying gaps, links and associations between data.

6. To attend / contribute to weekly tasking meetings and community safety partnership planning meetings providing up to date information on incidents and individuals of concerns and the gang picture.

7. To contact and liaise with neighbouring boroughs to share intelligence where there are cross border issues and develop appropriate responses to these.

8. To liaise with relevant agencies and other boroughs to obtain research and intelligence about individuals and groups around CSE, gangs and county lines, using the relevant information systems from the police, and children’s services.

9.Use geographical mapping systems to show crime and disorder “hotspots” or other required information, with a view to ensuring resources are targeted to areas of greatest need and promoting joint interventions.

10. To match the police information to the data available in the YOS and Children Social care, and other services, to determine which services are currently engaging with the relevant young person, or have worked with them in the past.

11. To disseminate analytical and statistical information clearly to appropriate personnel through verbal, written and graphical means

12. Be responsible for all administrative tasks, including typing, scanning and photocopying; taking enquiries and requests and ensuring clear and full messages via phone, email or in person are relayed to the relevant manager or followed up as necessary.

13. Undertake any specifically required training to ensure continued professional development relevant to the area of work.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

 **Additional Duties**

N/A

**Person Specification**

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| **Section:** CSE/Missing Team | **Directorate:** Childrens Services |
| **Responsible to:** CSE/Missing Team Manager  | **Responsible for:** N/A |
| **Post Number/s:**SCAS499 | **Last Review Date:** Match 2019 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| 1. Knowledge of information analysis principles, and skills to effectively interpret and evaluate data.
2. Understanding of the relevant legislation covering data security and data protection.
 | A/I/TA |
| **Experience**  |
| 1. Considerable experience of working as an information/data specialist/analyst. Experience of working across statutory agencies, in particular with police and criminal justice services.
2. Experience of managing and maintaining large databases, and in manipulating information
3. Experience of handling sensitive and confidential data and undertaking sensitive tasks using tact and diplomacy
4. Proven experience of systems and process development in relation to information systems.
 | A/IA/IA/I/TA/I |
| **Skills**  |
| 1. Ability to understand and develop data sharing mechanisms and protocols , ideally using systems such as Microsoft SharePoint.
2. Proven ability to use appropriate statistical techniques to solve management and service delivery problems.
3. Proven ability to assimilate, analyse and interpret and present textual, financial and statistical information.
4. Proven ability to work as part of a team.
5. The ability to work with minimal supervision and often to tight deadlines and to deal with a number of projects at one time.
6. Proven ability to write clearly and concisely in line with the principles of Plain English.
7. Excellent interpersonal and presentational skills.
8. Tenacity and resilience in facing obstacles and problem-solving.
9. The flexibility to attend evening meetings or work outside the standard day when required.
10. An awareness of equal opportunity issues and an understanding of how these might impact on the work of the Council.
 | A/IA/I/TA/I/TA/IA/IAA/IA/IAA |
| **Qualifications**  |
| 1. Educated to honours degree level or equivalent
 | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**