**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Violence Reduction Partnership Lead Analyst | **Date:** | July 2019 |
| **Reporting Line:** | Principal Researcher – Police, Criminal Justice and Fire | **Job Level:** | Grade 7 |
| **Department:** | Research  | **Business Area:** | Research and Strategy |
| **Contract:** | 12 month (with the possibility of extension – subject to funding) |  |  |

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| **JOB PURPOSE** |
| Under the Home Office’s Serious Violence programme, funding has been made available to establish a Violence Reduction Unit in Greater Manchester. The Violence Reduction Unit will take a public health approach to preventing and tackling serious violence, including knife crime, within Greater Manchester.We require a Lead Analyst to provide a high-quality research and analysis service to both internal and external partners. The successful candidate will work alongside the Violence Reduction Partnership Lead for the GMCA and the Superintendent with responsibility for Violent Crime from Greater Manchester Police. The role will involve engagement with a wide range of partners from a wide range of sectors including education, the voluntary, community, and social enterprise (VCSE) sector, health, police, youth justice, youth empowerment and public health, to support the development of a long-term solution to serious violence in Greater Manchester.  |

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| **RELATIONSHIPS** |
| * Staff / Budget: No formal line management or budget responsibilities, however may include informal liaison with sub-contractors.
* Work with key strategic partners at local and national levels including:
* The Mayor of Greater Manchester
* The Deputy Mayor of Greater Manchester for Police, Criminal Justice and Fire
* GMCA Senior Management Team and policy leads
* GM Health and Social Care Partnership (and member agencies)
* Greater Manchester Police
* Greater Manchester Fire & Rescue Service
* GM’s ten Local Authorities
* Other justice agencies, including youth justice and the National Probation Service
* Relevant government departments and national agencies.
* Other voluntary/public/private sector organisations, as relevant.
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| **KEY RESPONSIBILITIES**  |
| * Writing, drafting and inputting evidence during the process of policy and strategy development, in the form, for example, of presentations, research reports, briefings, papers and bid documentation for internal and external partners.
* Providing technical and analytical input on research projects aiming to prevent and tackle serious violent crime, for example via preparation of reports/recommendations, qualitative/quantitative analysis and interpretation, data collection, macro/micro policy analysis and forecasting, international benchmarking and data collation.
* Establishing, developing and maintaining effective networks and relationships with internal and external stakeholders to implement a public health approach to preventing and tackling serious violence.
* Delivering research projects, working either independently or as part of a team.
* Utilising existing partner data sets and intelligence to develop a richer understanding of serious violence within GM, including understanding of the root causes, through a problem profile
* Supporting the development of a Greater Manchester violence strategic needs assessment and response strategy
* Supporting the development of an outcomes framework which aligns to Greater Manchester’s Serious Violence Action Plan and other relevant strategies.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Skills:*** Understanding of socioeconomic data from official and unofficial sources. Experience in relation to public health and/or criminal justice would be advantageous.
* Understanding of government policy and delivery linked to serious violence
* Understanding of quantitative and qualitative research and analytical techniques
* Strong analytical capacity with a high-level of written, numerical and presentation skills
* Ability to deliver training to a variety of audiences
* Strong interpersonal / communication skills with an attention to detail
* Strong negotiating skills and the ability to influence others, including those at a more senior level
* Excellent ICT skills including Microsoft Office Suite.
* Project management and facilitation skills
* Ability to work independently, with a high level of self-motivation

Experience:* Degree/postgraduate qualification in a relevant subject OR minimum of two years’ experience in a similar role.
* Experience of the collection and analysis of complex data sets.
* Experience in using, mapping and analysing geospatial information.
* Experienced in the use of IT for data analysis and presentation (e.g. Excel, SPSS)
* Experience of engaging with a range of stakeholders, including those at a senior level
* Experience of conducting research projects from design to completion
* Ability to communicate effectively the results of research to a variety of audiences using a variety of dissemination techniques.
* Experience of delivering or facilitating training would be advantageous.

**Knowledge:*** Understanding of public service reform issues and policy (at the level of local and national government).
* Understanding of research methodologies, statistics and the collection, analysis and use of data.
* Understanding of sophisticated data analytics and visualisation techniques
* Knowledge and awareness of confidentiality and information security

**General*** The role will involve working at a variety of locations across Greater Manchester, therefore the successful candidate will be required to be flexible and willing to travel across the Greater Manchester area
* The role will require the successful candidate to be enhanced DBS checked and Level 3 police vetting (details can be found [here](http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=10&cad=rja&uact=8&ved=2ahUKEwj9tbDmsMHjAhXUQEEAHXgGBskQFjAJegQIARAC&url=http%3A%2F%2Flibrary.college.police.uk%2Fdocs%2Fappref%2FC666I0917-Vetting-APP-22.10.17.pdf&usg=AOvVaw39ULC8yhSP6LnIe_4Ic8Nb)).
* Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines
* Ability to work flexibly and creatively as part of an effective team
* Commitment to high standards of customer care and public service
* Strong management and leadership skills
* Requirement to travel outside the county to attend meetings etc. when required may include overnight stay
* Occasional requirement to attend residential training courses
* To be willing to work flexibly as occasional evening and weekend working may be required
* Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate
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| **CONTEXT** |
| Over the past two years Greater Manchester has seen a significant rise in the number of serious violent crimes committed in the city-region. In response to this, the Government has provided Greater Manchester Police and the Police and Crime Commissioner with funding to attempt to tackle the problem and provide effective interventions to resolve the underlying issues that can lead to serious violent crime. Other areas of the UK have successfully implemented a public health approach to serious violence. This involves taking a more holistic and long term view of the underlying causes that can result in serious violent crime as well as other harmful behaviours. The Greater Manchester Violence Reduction Partnership will have responsibility to understand the issue of serious violent crime in the city-region and implement policy to prevent and tackle the issue.Greater Manchester are trying to reform how public services are structured and ran. More details can be found at hyperlinking <https://www.greatermanchester-ca.gov.uk/media/1676/greater-manchester-model.pdf> Greater Manchester reform principles include:1. A **new relationship** between public services and citizens, communities and businesses that enables shared decision making, democratic accountability and voice, genuine co-production and joint delivery of services. Do with, not to.
2. An **asset based approach** that recognises and builds on the strengths of individuals, families and our communities rather than focussing on the deficits.
3. **Behaviour change** in our communities that builds independence and supports residents to be in control
4. A **place-based approach that redefines services** and places individuals, families, communities at the heart
5. A stronger prioritisation of **wellbeing, prevention and early intervention**
6. An **evidence led** understanding of risk/impact to ensure the right intervention at the right time
7. An approach that supports the development of **new investment and resourcing models**, enabling collaboration with a wide range of organisations.
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background