



JOB DESCRIPTION

Title – Manager – Threat Assessment Unit

Version - 1 Date - 11/08/2016

Post Number:	DB185
Grade /Scale:	SO2
Weekly Hours:	37
Department:	Corporate Services
Status:	Established
Responsible To:	Manager – Threat Assessment Unit
Responsible for:	Analysts and Researchers
Location Work base:	Force Headquarters
Job Role /Purpose:	Responsible for the supervision of Analysts and Researchers to ensure that the best product is delivered and analytical capacity is used to best effect. To manage the production of analytical products to the standard defined by the Unit Manager in accordance the requirements of Leicestershire Police in order to support managerial, operational and investigative decision-making.
Contacts:	Intelligence Managers (Internal & external to the Force), Chief Officer Group. Police Authority. Home Office. Section Heads & Leads.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

To be educated to degree standard or equivalent in a subject involving research, analysis of data or statistics (or have significant experience of working at this level)

Work Experience:

To have extensive and recent work experience in the field of Performance Analysis.

To be able to evidence actively undertaking statistical analysis and project Management relative to business change and improving organisational performance in a partnership approach or multi agency or similar working environment, preparing and presenting reports to senior management.

Demonstrate experience of supervising a team of people where the ability to motivate, plan, implement and control tasks has been essential

Personal / Interpersonal Skills, Aptitudes:

Demonstrate the ability to communicate at all levels, both orally and in writing, including having experience of producing reports and giving presentations to a variety of audiences, including senior management.

To have the potential to develop sound leadership skills.

Demonstrate experience of working in a confidential and sensitive environment.

Special Skills:

To be able to demonstrate a detailed working knowledge of I.T. software, including Microsoft Word, Excel, PowerPoint.

Dependent upon the role assigned, to be willing and be able to be vetted to SC level and maintain that security level as required.

Other:

[Click here to enter text.](#)

** Reasonable adjustments will be considered under the Equalities Act 2010.*

DESIRABLE CRITERIA

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

To have successfully completed a nationally recognised Analyst Foundation Module course or equivalent.

Work Experience:

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Personal / Interpersonal Skills, Aptitudes:

To be able to demonstrate sound leadership skills.

Special Skills:

Demonstrates experience of statistical analysis packages such as Business Objects, SPSS and a working knowledge of database design and use, e.g. Microsoft Access VB Coding.

Demonstrates knowledge of relevant legislation, (i.e. ECHR, RIPA, Data protection).

To demonstrate a good understanding of the National Intelligence Model (NIM).

Be prepared to travel in order to attend various meetings and conferences. Hold a full driving licence and have use of own vehicle for work purposes *

Other:

[Click here to enter text.](#)

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

Demonstrate competence in relation to the Skills for Justice National Occupational Standard (NOS) Suite for Analysts in relation to the analysis & assessment of information and intelligence.

Supervise and task the workload of Analysts & Researchers and appraise & support them in line with the Performance Development Review (PDR) system.

Provide advice, guidance and direction to ensure the best product is delivered and analytical capacity used to best effect.

To coach and mentor analysts, Researchers and other colleagues as appropriate in order to quality assure the analytical products and techniques, specifying methodology and outputs where appropriate.

To manage the process statutory data returns and ensure all relevant deadlines are met.

To undertake portfolio responsibilities as directed by line managers.

To undertake other analytical work (Performance or Criminal intelligence focussed) as required by line managers.

Management/Leadership:

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Communication:

To supervise and undertake the delivery of the following functions:

Collect and evaluate data from a variety of sources to identify patterns, trends, series, hotspots and emerging threats (where appropriate & relevant).

Analyse the activities and performance of policing activities and interventions, individuals, groups and organisations through the application of recognised analytical techniques and methodology.

Prepare/contribute to the Performance Reports and Strategic & Tactical Assessments to provide an accurate picture of the current situation, identify emerging issues and make recommendations to inform decision-making and assist senior management in the commitment of resources.

To prepare/contribute to Leicestershire Police management of performance delivery and Threat assessment structures, including the setting of performance milestones or targets.

Through application of analytical methodology draw inferences, conclusions and recommendations.

To liaise with other internal and external stakeholders in relation to processes undertaken to collect, report and analyse data.

To manage the submission of statutory data returns to external partners & agencies e.g. Home Office

POLICE – STAFF

Administration:

To maintain an overview of the threat and response performance relating to the Force and relevant projects, benchmarking against other Forces for the purpose of sharing best practice, developing effective toolkits and ensuring a corporate memory of developed practice is created and maintained.

To undertake annual PDR's for all staff for which the post holder is responsible for. To identify role specific training for staff. To supervise staff welfare needs. To maintain a professional standards of all staff. To supervise & manage attendance in line with the Force standards and policy.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

Other:

[Click here to enter text.](#)

** Reasonable adjustments will be considered under the Equalities Act 2010.*

PERSONAL QUALITIES **Police Professional framework**

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OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Management Vetting (MV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed 24/04/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {*per mile / day etc*}: Click here to enter text.

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ .

Additional Information: Click here to enter text.

Reasonable adjustments

Click here to enter text.

