

Job Title: Head of Analysis (SEROUC)	
Job Evaluation Number	C144

## JOB DESCRIPTION

<b>Job Title:</b> Head of Analysis (SEROUC)	<b>Location:</b> SEROCU
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB5 Police Staff
<b>Reports To:</b> Head of SEROCU	<b>Band level:</b> 5K
<b>Staff Responsibilities (direct line management of):</b> Lead Analyst(s), OCGM Manager and Performance Analyst	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is:** to manage and coordinate the analytical function, whilst developing intelligence analysis, performance and data within the ROCU, to inform decision-making and mitigate threat, risk and harm. Support the regional ACC to deliver the serious and organised crime strategic governance framework in the region.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes (See flow chart below). Please list these in order of importance.

**The key result areas in the role are as follows:**

1. Shape, develop and coordinate the provision of the ROCUs analytical function, in order to provide a clear and consistent set of products that inform decision-making at a strategic, tactical and operational level. Ensure the culture and performance of the analysis function are in line with the SEROCU vision and missions.
2. Develop and co-ordinate strategies for intelligence analysis, data and performance. Design and shape analytical processes whilst contributing to the strategic direction of the ROCU to ensure the analytical function operates in line with objectives.
3. Lead and develop the analysis and data exploitation capability in the ROCU. Engage with forces, ROCU network, SOC network and Home Office in order to develop roles, CPD, use of ICT, practices and projects.
4. Maintain a detailed knowledge of the latest developments in intelligence analysis and data exploitation, including National and Regional strategic policies, to ensure best practice in maintaining an accurate and relevant service.
5. Lead expert networks within the region and where required and link peers / professionals in the serious and organised crime network with national and ROCU network approaches. Ensure delivery of national / SOC network programmes and initiatives within the South East.
6. Influence and contribute to national consultations to develop analytical, data and performance standards and ensure they are embedded into ROCU strategy.
7. Provide strategic direction and technical expertise to peers and senior officers within the region in relation to SOC analysis and data.
8. Provide support, subject matter expertise and management input to the regional senior leadership team.
9. Work in partnership with other agencies, forces, and other relevant regional or national organisations to deliver effective collaboration arrangements that will improve the response to serious and organised crime.

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10. Maintain and promote good practice in research, analysis and data exploitation throughout the Region. Facilitate information exchange with all Intelligence Units within the Region to identify areas of need and best practice in the analytical and data exploitation field.

11. Lead and inspire performance with regards to analysis, performance and data. Providing direction and advising on professional development, in order to ensure that a professional and efficient service is provided at all times.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
Leading on data for SEROCU in order to deliver projects, innovate, improve governance and deliver the objectives of the ROCU SLT, ROCU network and SOC system in relation to data exploitation. Directly contributing to the strategic development of the ROCU and its overall strategic direction as a member of the senior leadership team.
Leadership of the annual strategic assessment of serious and organised crime.
The role involves leading a number of different work streams with competing deadlines. Sometimes there can be additional pressures around particular reporting periods and specific deadlines.
The post holder represents SE serious and organised crime stakeholders, including the ROCU, at a range of national and regional meetings relating to analysis, data and SOC performance. Internally the post holder is accountable to the Head of SEROCU. As part of the ROCU senior leadership team the post holder regularly liaises with SOC stakeholders at both chief officer and management levels.
The post holder has head of function decision making as a single point of contact on staffing or financial issues escalated by unit managers taking into account resourcing requirements, operational needs and risks to the organisation.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Comprehensive knowledge of analytical and data exploitation processes, techniques and skills e.g. communications data analysis, structured analytical techniques, strategic analysis.	E
2. Experience of managing threat, risk and harm, preferably within a law enforcement environment. E.g. use of MoRiLE, OCGM.	E
3. Experience of leading diverse teams and providing inspirational, ethical leadership.	E
4. Proven ability to understand a wide range of technical detail relating to analysis, data exploitation and visualisation and to utilise this to advise strategic projects and organisational vision. E.g. DAMARC data analysis model and definitions.	E
5. Excellent communication and skills with internal and external stakeholders at all levels and proven ability to engage, influence, motivate, and negotiate representing the organisation to a variety of audiences.	E

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6. Experience of successfully managing and coordinating substantial workload for self and others with minimum supervision, prioritising and meeting tight deadlines.	E
7. Ability to utilise a range of technology in order to lead teams and projects.	E
8. Able to demonstrate the ability to translate legislation, policy and procedure into effective practice within a team. E.g. Data Protection Act, Investigatory Powers Act.	E
9. Must have capability to travel to different locations across the region and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
10. Understanding of Serious and Organised Crime, policing structures, policies and processes. Understanding of the strategic and operational policing environments.	D
<p><b>Additional comments:</b> * May be required to work flexible hours to suit the requirements of the department with the ability to travel at short notice.</p> <p>** confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p>	