

Job Description

Job Title: Senior Analyst: Serious Youth Violence and Exploitation	Service Area: Children's Improvement and Change Team (tbc)
Grade: PO7 (Fixed term until March 2025) JE: 6358 Post Number: 10023776	Date last updated: August 2022

PEOPLE AT THE HEART OF EVERYTHING WE DO

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team

EQUALITY AND DIVERSITY

We are committed to and champion for equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overview

This is a key role in the delivery of the new Newham Information and Intelligence Partnership (LBNIIP). The LBNIIP brings together partners from Children's Social Care, Brighter Futures, Metropolitan Police, Community Safety, Youth Justice, Education and Health to strengthen the identification and response to extra-familial harm and exploitation. The hub is located within the Multi-Agency Safeguarding Hub (MASH/Front Door). The analysis of multiagency information relating to extra-familial risk including organised crime, modern slavery and human trafficking will strengthen initial screening, active intervention and the review of need, risk and vulnerability. In operating, the LBNIIP will thread together knowledge and build comprehensive understanding of community-based risk. Its capacity to provide a dynamic overview of the individuals, groups and contexts affected will grow over time assisting the prevention of, and protection from, exploitation, violence and other extra-familial harm.

The children and young people who will be flagged to the LBNIIP include those who have complex unmet needs and associated levels of high risk, high harm behaviours and vulnerability and often find themselves disengaged with education, in the justice, secure, inpatient mental health and Children in Care pathways. They will be ages 0-25 and will either be at risk of or involved in exploitation or serious youth violence.

As Senior Analyst, your work will support the design, development and mobilization of the LBNIIP to improve the data, information and intelligence sharing and analysis, the decision making and therefore response to tackling child exploitation and serious youth violence and the outcomes for these children and young people. This role is strategic in that it will

be accountable for all of the communications, learnings, insights and decisions and recommendations which feedback through to the MASH, as well as the strategic groups and boards that deal with the case level, borough and system level response to exploitation and youth violence.

This is a vital role over the next three years, in ensuring that the money invested in Newham really helps to improve the lives of children and young people at risk of harm.

Job Context

Serious violence and exploitation is still ruining the lives of too many young people. Engagement in education, positive influences and peer networks in the community and trusted relationship with a supportive adult are all powerful protective factor in young people's lives. We want to empower the system to better identify and respond to exploitation and youth violence in Newham.

The only way to do this better is through stronger multi-agency working relationships that include data, information and intelligence sharing and combined analysis which provides a much clearer and more dynamic view of risk in the borough.

The post holder will report to the Head of Strategy and Programmes in the Children's Services Improvement Team and work together with a Multi-Disciplinary Team in the LBNIIP, represented from across the partnership.

Overall Purpose of Job

The Senior Analyst is the data controller in the Newham Information and Intelligence Partnership (LBNIIP). This role will therefore determine the **purposes** for which and the **means** by which all data, information and intelligence in the LBNIIP is processed i.e. the decisions made on the 'why', the 'how' and the 'who' of data processes. The senior analyst will be accountable for and responsible for assigning work on the gathering of information, data, intelligence on the contextual picture of a child and young person at case level (when flagged by the MASH for exploitation and youth violence). This includes adults of concern, peer networks and locations, spaces and contexts at risk or of concern (including online).

They will also be accountable for all of the analysis work undertaken (including mapping and chronologies) in the LBNIIP on a day-to-day basis as well as following a critical incident. They will also be responsible for the relevant communication of this analysis and the insights / learnings and recommendations from it to disrupt and respond to harm.

The Senior Analyst will be accountable for ensuring the reviews which take place on case level data, including exploitation screening tools, are fed into the LBNIIP system to encourage a dynamic and real-time view of risk increasing or decreasing for children, young people and families and across locations and spaces within the borough.

Further to this, the Senior Analyst will be responsible for drawing together reports on key performance indicators and outcomes for each project that sits within the LBNIIP but also for the youth safety programme (tackling exploitation and youth violence) as a whole.

The Senior Analyst will work with information governance to ensure that confidentiality and integrity of information, data and intelligence is maintained as necessary and appropriate.

Accountabilities

1. This post holder will line manage the data and intelligence analyst and possibly in time, a team of junior analysts as the LBNIIP receives further investment from the children's partnership. This post holder will also supervise and coordinate all of the data related work in the LBNIIP.
2. The post holder will be the data controller of the LBNIIP, and will be accountable for the use, sharing and purpose of all data, information and intelligence that enters, is held by and exits the LBNIIP (which will have implications for services and provisions supporting children and young people affected by exploitation and youth violence).
3. The post holder will likely manage a budget related to the LBNIIP system development and mobilisation.
4. The post holder may be required to work evenings, weekends and occasional public holidays

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. As data controller for the LBNIIP, the post holder should:
 - Be responsible for and manage the implementation and decision making for the new data system in the LBNIIP including all of the supporting operational guidance, processes and procedures to embed this. This will include accountability for the consequences of the changes required.
 - have to maintain a record of all processing operations under their responsibility.
 - be directly responsible for implementing appropriate data protection and security measures.
 - Support compliance with GDPR and responsible data-handling and data information processes.
2. Reviewing and updating data sharing agreements specifically for the LBNIIP, in relation to information sharing and governance across the children's partnership; voluntary, community and faith sector and adults services. This post holder will be responsible for negotiating these with partners / other organisations and agencies, putting them in place and embedding these.
3. Accountable and responsible for supervising and assigning work on the gathering, collation, analysis and mapping of data, information and intelligence at case file level on children, young people and their families, as well as contexts,

locations, spaces, peer networks and linked adults of concern from a wide variety of internal and external sources. This is in order to produce robust recommendations to the Multi-Agency Safeguarding Hub (MASH) about threshold of need and grading of risk.

4. Accountable for the ensuring that reviews take place on a regular basis on case level and location / spaces data take place including on the exploitation screening tool, to track movement of children and young people across the system and provide a dynamic view of risk across the borough.
5. Put in place and deliver rigorous monitoring and evaluation requirements for the LBNIIP to ensure we can measure the success of the function.
6. To regularly engage with data leads and analysts across the council and partnership in Newham, as well as with the wider Integrated Care System to explore trends, highlights, issues and concern on the horizon relating to individuals (children, young people and adults) and contexts, places and spaces. To undertake qualitative and quantitative research to inform the council and partnership priorities and best practice.
7. Actively engage with internal and external stakeholders to fully understand operational requirements and promote safeguarding and effective crime and disorder prevention strategies.
8. Production of analysis commentary / narrative with which decision makers, workers across the system and the community can better target prevention, intervention, disruption and enforcement resources in pursuit of tackling violence and exploitation. This includes reports that enable leaders to understand the effectiveness of the delivery of the three new funding programmes which are currently in mobilisation (Vanguard, Your Choice and SAFE Taskforce) as well as the impact for children, young people and families as well as the wider system.
9. To provide research and analysis products to inform strategic groups (the Multi-Agency Child Exploitation Group, Community Safety Partnership, the Youth Safety Board and the Adolescent Exploitation Strategy Group) service on a timely basis, to include current patterns/trends, emerging threats and long-term forecasting using contemporary analytical methodologies (e.g. PESTEL, SARA etc.) This will include briefings and reports to lead members, cabinet members, and joint executives of the Newham Safeguarding Children's Partnership and Adults Board.
10. To be accountable for the delivery of tactical information products that enable effective targeting of resources. These might include anti-social behaviour problem profiles, hotspot and problem locations profiles and performance analysis.
11. To understand the service / provision implications, change and response requirements necessary (using the analysis of data, information and intelligence) in responding to exploitation and youth violence. This will include responsibility for making recommendations to the MASH as well as preventative and safeguarding services to ensure quicker decision making and more robust response to individual and community safety risks, threats and vulnerabilities across the borough. This will ensure partnership resources are deployed, tasked and utilised

in a manner that delivers against operational requirements in respect of prevention, intervention, disruption and enforcement.

12. Promote intelligence sharing with internal and external stakeholders including local law-enforcement; offender-management partners; health; education, children's services and adult social care. This will also extend to the VCS and residents through an appropriate forum.
13. Participate in and assist the partnership in the use of Open Source information (specifically social media) to capture intelligence and information on threats to Newham residents, for example by gang members or other organised groups operating in the borough.
14. Work and communicate with other support functions as appropriate to ensure workflow is effective and delivers the right output in the right timescales, bringing to the fore innovations in crime threat and safeguarding intelligence to enhance the capability and reputation of the council and Partnership.
15. Complete ad-hoc projects as designated by management, on time and to a high standard of quality.
16. Identify and support opportunities for gathering intelligence and sharing information across relevant agencies, organisations and sectors.
17. To contribute to developing an organisational culture which is positive, forward-looking, outcomes-focused and committed to continual learning and development, including undertaking relevant training as required. To ensure this is evident in all individual and team supervision.
18. To value and celebrate the diversity of the community and organisation through personal example, open commitment and clear action and promote equality of opportunity in service delivery.
19. To ensure that Health and Safety and Safeguarding policies and procedures are followed at all times.
20. Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.
21. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
22. To work flexibly within the community and take part in an on call duty rota system, evenings and weekends if required.
23. To carry out any other duties in line with the purpose and grade of the job.
24. To discharge the relevant statutory duties and responsibilities in relation to Equality and Diversity, promote, and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS Degree or equivalent work related attainment or experience.	Application Form
KNOWLEDGE: Experience of Performance and Business Intelligence management in a large, complex organisation. Sufficient knowledge of the theoretical principles underpinning children's sector including children's safeguarding, education, crime intelligence and community safety analysis. Good understanding and awareness of contextual safeguarding principles and issues, including risk assessment. The ability to interpret data to maximise service performance and strategic direction. Knowledge and awareness of the issues relating to communities from different ethnic and cultural backgrounds and Equal Opportunities. Understanding and knowledge of the workings of local government and including its legal, financial social and political context, political processes and the current issues faced in a multi-cultural area.	Application Form/ Interview

<p>Some understanding of working with community, voluntary sector and / youth services and /or activist groups who work with the most marginalised young people.</p> <p>Knowledge of Performance and Business Intelligence and corporate governance (as appropriate) in local government.</p>	
<p>EXPERIENCE:</p> <p>Proven experience within an analytical discipline (including both quantitative and qualitative analysis).</p> <p>Experience of using creativity and imaginative thinking in developing solutions to data challenges across the system and drawing on innovation skills to support this.</p> <p>Experience of sound information governance, including negotiating, putting in place and embedding data sharing agreements across a partnership</p> <p>Proven experience of working with and handling sensitive information.</p> <p>Experience of working with a wide range of stakeholders and partners to achieve a task.</p> <p>Experience in writing strategic and tactical reports and of providing research and analytical reports to stakeholders.</p> <p>Experience of communicating verbally and in writing with parents, schools and community groups.</p> <p>Experience of working efficiently, effectively and accurately in a community and virtual settings.</p> <p>Experience of working under time pressures to meet deadlines.</p> <p>Experience of a focus on residents and service users to improve outcomes for children.</p> <p>Comprehensive experience of demonstrating data which focuses both on performance and outcomes (delivering positive change for at risk young people and families).</p> <p>Experience of delivering similar functions in relation to statutory data submissions.</p> <p>Desirable:</p> <p>Experience and appreciation of some of the richness and complexities of working inter-culturally and a passion for working with marginalised and vulnerable young people within an inner-city London context and/or young people who are 'gang-affected'.</p>	<p>Application Form/ Interview</p>

<p>SKILLS AND ABILITIES:</p> <p>Proven ability to produce timely, concise and accessible reports for staff at all levels of seniority.</p> <p>Strong data analytical ability, with computer skills, particularly using Windows-based packages, advanced MS Excel and other databases.</p> <p>Experience using Power BI or other data visualisation products.</p> <p>Excellent communication, influencing and networking skills and ability to negotiate effectively and achieve desired outcomes.</p> <p>Ability to work effectively as part of a team. This includes ability to use and apply data and management information to support with recommendations to achieve prompt response to need, continuous service improvement and transformation</p> <p>Ability to organise task and workload independently and meet timescales, demonstrate accountability and seek appropriate management oversight.</p> <p>Ability to integrate an equalities, social inclusion and valuing diversities approach in service delivery.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Understanding of safeguarding responsibilities and action to take.</p> <p>Ability to establish good relationships with colleagues and stakeholders.</p> <p>Ability to organise own workload and meet targets</p> <p>Ability to maintain confidentiality with regard to secure data and communications.</p> <p>Ability to exercise effective leadership as a member of management teams.</p> <p>Experience of working with both Executive level officers and senior Members.</p> <p>High standards of literacy, numeracy and communication skills.</p> <p>Excellent presentation and influencing skills.</p> <p>Proven ability to deliver objectives within agreed timeframes. Ability to operationalise strategic business planning.</p>	<p>Application Form/ Interview</p>

<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Highly professional with integrity and the ability to quickly establish credibility with senior managers and elected members, able to inspire confidence in self and service.</p> <p>Convincing in terms of a capacity to translate broad objectives into effective practical steps.</p> <p>Demonstrates a strong need to achieve, setting high standards for self and others.</p> <p>Uses political judgement and sensitivity.</p>	<p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced DBS check.</p> <p>Some of the duties undertaken by this post may require the post holder to acquire additional security checks and clearance from outside bodies, such as the Metropolitan Police Service.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p> <p>Ability to work outside normal office hours when required to meet service demands.</p>	<p>Satisfactory clearance at conditional offer stage Application Form</p>