HQ Job Description (JD)

Band 8

Directorate: Generic - Analysts

Job Description: Senior Lead Analyst

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HQ Job Description

Job Title	Senior Lead Analyst
Directorate	Generic – Analysts
Band	8

Overview of the job	The job holder will apply advanced modelling and analysis techniques to support effective commissioning.
Summary	The Senior Analyst will use specialist analytical, modelling and financial techniques to support colleagues by providing robust forecasts of NOMS requirements. They will contribute to this work, playing a leading role in analytical support and evidence-based policy development for several NOMS work streams.
Responsibilities, Activities & Duties	You will be required to carry out the following responsibilities, activities and duties: • Will lead analytical research relating to designated projects. • Write comprehensive analytical reports for a number of audiences. • Produce datasets of key information for the unit, ready for subsequent analysis. • Quality assure and manipulate large and complex datasets. • Provide policy and operational support by producing ad hoc MI reports and otherwise responding to data/analysis requests when required. • Conduct regular and relevant team meetings. • Research trends and best practice • Will be expected to manage the resources of their team to deliver its programme of work, using excellent line management and matrix management skills. • Scenario/Sensitivity Analysis – perform scenario and sensitivity analysis to understand the relative importance of assumptions and inform identification and management of risk and uncertainty to inform the NOMS Board. • Support NOMS/NPS and MoJ by providing data analysis and reports and other related projects and policy areas. Provide expert analytical advice on these topics to directors, heads of group and senior managers. Contribute to the development of effective policy, through correspondence, meetings and presentations. • Conduct, write-up and disseminate research relating to designated projects as set out in the NOMS research plan. These projects require the selection and application of advanced statistical methods, and strong understanding of the theoretical and empirical literature on offending behaviour and criminal careers. Reports must pass expert peer review before publication, and be accessible to audiences with different professional backgrounds and levels of technical expertise. • Act as the account manager for analytical requests from the Directorates. This will require you to develop strong working relationships, working closely with non-analytical colleagues to understand their requirements and translate these into analytical work. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.
Behaviours	• Changing and Improving • Making Effective Decisions • Managing a Quality Service

	• Delivering at Pace • Leadership • Communicating and Influencing • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these. Experience of using structured project management techniques Experience of a range of analytical techniques Experience of working with structured data / databases to produce analysis.
Technical requirements	Member of a government analytical service (GORS, GES, GSS, GSR), or active commitment to developing to become a member, with a bachelor's degree in a numerate subject and experience of analysis in a government department, or equivalent relevant experience
Ability	

Minimum Eligibility	• All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.

Hours of Work (Unsocial Hours) Allowances	

Success Profile

Behaviours	Strengths	Ability	Experience N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	Technical
Changing and Improving	It is advised strengths are chosen locally, recommended 4-8		Experience of using structured project management techniques	Member of a government analytical service (GORS, GES, GSS, GSR), or active commitment to developing to become a member, with a bachelor's degree in a numerate subject and experience of analysis in a government department, or equivalent relevant experience.
Making Effective Decisions			Experience of a range of analytical techniques	
Managing a Quality Service			Experience of working with structured data / databases to produce analysis.	
Delivering at Pace				
Leadership				
Communicating and Influencing				
Working Together				