Job Description

Newham London

Job Title: NICE Data, Intelligence & Information Manager	**Service Area**: Community Safety Enforcement	
Directorate: Environment & Sustainable Transport	**Post Number: Fusion**	**Evaluation Number:** 7617
Grade: PO6	**Date last updated:** June 2025	

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 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.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

You will be responsible for providing strategic leadership and operational management of the Newham Integrated Community Enforcement (NICE) Team to ensure the effective delivery of community safety and enforcement services. This role involves contributing towards the development and implementation of policies, strategies, and initiatives that align with the Council's objectives and community needs.

To ensure the team deliver on a range of evolving Crime, Community Safety and Environmental data, intelligence and information priorities, which will require a high level of skills, knowledge and experience in the following:

- Co-ordinating, supporting and delivering organisational and service strategic improvement.

- Overseeing daily operations, tasks and projects, ensuring efficient and effective service delivery.

- Policy research and development

- Performance management

- Data and intelligence analysis

- Structured problem solving

- Stakeholder engagement

1. The post holder will be required to directly manage the NICE team members, consisting of a Senior Community Safety Analyst at grade PO4 and a NICE Project Lead Officer at grade PO3. Responsible for effective and efficient people management, recruitment and selection, training, monitoring performance, sickness absence, welfare and disciplinary matters.

2. The post holder will have to work with and advise the Council's Senior Leadership Team leaders of partner organisations and other external partners on a range of highly complex corporate priorities. In addition, the post holder will be required to manage several programmes and projects on a daily basis, which will require them to move between a range of operational activities and strategic activities seamlessly.

3. Working across Council departments and partner agencies to collect and coordinate various types of intelligence and performance (business intelligence) data to support the Newham Safety Partnership (NSP), Safer Partnerships and NICE model, in accordance with compliance with data protection regulations and agreed Information Sharing Protocols.

4. The post holder will work in an environment that is subject to constant change, they will often have to manage conflicting priorities and deadlines across the projects or programmes they lead. They will have to ensure that they adjust resources adequately across these projects to manage these conflicts and ensure that all stakeholders are regularly updated, and expectations managed.

5. Oversee, manage, and interrogate effective systems for collection and dissemination of a wide range of Community Safety related intelligence, information and data. This includes the appropriate assessment and quality assurance of intelligence submitted or received by the Council.

6. Using research and analysis to direct project planning, problem solving and performance management. Attending multi-agency and operational meetings to present and discuss data, and analysis requirements, or to present evaluated findings, implications and recommendations.

7. Building knowledge and expertise as a resource for the team in key areas of Community Safety and utilise this expertise in the production of analytical products

Job Summary

1. Drive effective working relationships within the Council at various junior and senior levels, with the Police BCU Intelligence Unit and other partner agencies concerning the collection, analysis and reporting of data within a multi-agency environment.

2. To participate fully as a member of the Senior Leadership Team within Community Safety Enforcement, ensuring the provision of an efficient service, including attending and chairing meetings, preparation of information and leading the development of joint projects.

3. Lead on the development and implementation of data sharing agreements for the Service, ensuring access to data, and a clear purpose and responsibility for the use of the data.

4. The post holder will be required to provide leadership in problem solving and innovation across the Council to help deliver change at Service, Directorate and Corporate levels.

5. Track and utilise data from other local authority departments, with appropriate data sharing agreements, and find solutions for improvement in data accessibility, integration, and compatibility between systems.

6. Work with all Council departments and external partners to improve data collection and its use in the development of strategies, plans, operations, and funding bids, and as business planning and management information.

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:

7. Effectively use software packages including databases, geographical information systems and spread sheets for analysis and do so for a wide range of audiences.

8. To oversee projects and the ongoing management of the new Intelligence capability within the Council (ECINS), and take responsibility for the quality assurance, risk assessment, prioritisation and dissemination of intelligence, taking into account operational sensitivities and confidentiality.

9. Support interventions and enforcement activity through utilising (and applying analytical techniques) to financial data and intelligence databases and casework systems.

10. Use creativity and judgement to identify and translate user need into project deliverables, setting user-focussed KPIs and qualitative/quantitative metrics.

11. Allocate responsibilities to team members ensuring that work packages are aligned with individual skillsets and abilities of individuals.

12. Using a variety of local, regional and national data, information and intelligence to carry out analysis to monitor performance, identify trends and highlight emerging issues.

13. Drive research and review best practice in order to develop analysis in line with current Community Safety policy and practice.

14. Cultivate a knowledge base and expertise as a resource for the team in key areas of Community Safety and utilise this expertise in the production of analytical products.

15. Provide briefings, reports (including evaluated findings, implications and recommendations) and presentations to disseminate data and findings in a manner that effectively communicates to the intended audience.

16. To coordinate and chair regular liaison meetings with all relevant Council analysts and with those from other enforcement agencies.

17. To carry out the full range of managerial duties including development and training of staff, (including mentoring and welfare), PDCs and ensuring that appropriate action is taken in respect of sickness absence and disciplinary matters.

18. To achieve and maintain any intelligence and performance accreditations relevant to their

19. As the nominated NICE Intelligence expert, to deliver intelligence and analytical training to Council and partner staff as required.

20. To work outside normal office hours as necessary.

21. To travel to meetings outside of the Borough as required.

22. To provide resilience and support to other enforcement analysts where required and capacity allows.

23. To undertake any other work appropriate to the level and general nature of the post's duties.

24. The post holder must have a comprehensive knowledge of analytical processes, techniques and skills including knowledge of the National Intelligence Model (NIM) and other pertinent legislation to Intelligence Inc. Regulation of Investigatory Powers (RIPA), General Data protection Regulation (GDPR) and Management of Police Information (MOPI).

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.

EQUALITY AND DIVERSITY

We are committed to and champion 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.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE:	
1. Knowledge of the legal framework in which different datasets must be managed.	Application and Interview
2. Educated to degree level or higher or equivalent experience.	Application and Interview
3. Thorough and comprehensive knowledge of the theoretical principles underpinning crime intelligence and community safety analysis.	Application and Interview

SKILLS AND ABILITIES:	
4. Advanced knowledge and use of analytical systems and data tools.	Application and Interview
5. Understanding of criminal intelligence and the National Intelligence Model.	Application and interview
6. Excellent written and oral communication skills with ability to report on and present complex analytical content to different audiences/clients.	Application and Interview
7. Ability to be creative when using data to develop a range of analytical products.	Application and Interview
8. Ability to work as part of a team, sharing knowledge, information and priorities.	Application and Interview
9. Ability to initiate and prioritise own work, meeting tight deadlines.	Application and Interview
10. Ability to negotiate with and influence Senior Managers.	Application and Interview
EXPERIENCE:	
11. Experience and understanding of using and interrogating multiple datasets for analysis and performance monitoring.	Application and Interview
12. Experience of using a Geographical Information System for analysis.	Application and Interview
13. Experience of working with partner services in a multi-agency environment, preferably within a community safety-related setting.	Application and Interview
14. Proven experience of working with and handling sensitive, secure information and data.	Application and Interview
15. Experience in the management of analytical and project staff.	Application and Interview
16. Experience in writing strategic and tactical reports and of providing research and analytical reports to senior stakeholders.	Application and Interview
PERSONAL STYLE AND BEHAVIOUR:	
17. Ability to establish good relationships with colleagues and stakeholders.	Application Form and Interview

18. Demonstrate clear, strong, ethical leadership, displaying compassionate and transparent communication and expectation with the team and partnership.	Application Form and Interview
OTHER SPECIAL REQUIREMENTS:	
19. Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Interview
20. 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.	Application Form / Satisfactory clearance at conditional offer stage
21. This post is subject to a standard DBS check.	Satisfactory clearance at conditional offer stage
22. The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended	Application Form / Satisfactory clearance at conditional offer stage
23. This post is exempt from The Rehabilitation of Offenders Act (1974).	Satisfactory clearance at conditional offer stage
24. To understand and comply with the requirements of the Health and Safety at Work Act 1974.	Application Form and Interview
25. Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	Application Form and Interview
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27. Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	Application Form and Interview