Knowsley Council

Job description			
Job title	Domestic Abuse Analyst		
Grade	H-K		
Directorate	Resources		
Service/team	Policy and Performance		
Accountable to	Service Manager – Performance, Business Intelligence and Risk		
Responsible for	Not applicable		
JE Reference	A5491/ A5492/ A5493	**Date Reviewed**	June 2026

Purpose of the Job

You will play a key role in the development and delivery of intelligence requirements for Community Safety. You will play an integral role in producing business intelligence reports to inform decisions and effective service delivery, submitting statutory and non-statutory returns, meeting the information requirements for inspections, reviews and self-assessments, and in the development and implementation of the Council's performance and assurance framework.

This is a career-graded role and can be undertaken at H, J or K grade with the requirements of job in terms of tasks as set out in this job description and in terms of skills, experience and qualifications as set out in the accompanying person specification.

For you to move up the grades you must be assessed against your ability to undertake the tasks at the higher grade and meet the requirements set out in the person specification. This assessment will be undertaken by your line manager and must be endorsed by the Head of Service and Human Resources.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Grade H

1. Support the development and implementation of the Council's performance management framework across multiple services.
2. Support the development and delivery of high-quality management information and intelligence data for the following purposes:-

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i To enable corporate, service and user planning, informing what is done and how;
ii Provide relevant and timely information to support effective decision making; and
iii To support the production of statutory, non-statutory and corporate returns.

3. Support the Council's approach to departmental planning, ensuring these are aligned to the Council's priorities as included in the Council Plan.

4. Support the Council's approach to service planning, ensuring actions, performance indicators and risks are properly identified, aligned to department/ corporate priorities and are monitored.

5. Support the production of performance reports across Community Safety.

6. Support the production of complex business intelligence and analytical reports through the exploitation of the SystemC Children's System (LCS) and the Early Help Module (EHM).

7. Support the Council's approach to risk management including the assessment of risk scores and the production of monitoring reports.

8. Support the production of all data/ intelligence required for the implementation of the Council's intelligence led approach to strategy development across Community Safety.

9. Support the collation of evidence essential for external and internal inspections, and self-assessments.

10. Develop and maintain constructive relationships with a broad range of internal and external stakeholders.

11. Participate in relevant internal and external working groups/ projects and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice as appropriate.

Grade J

1. Play a key role in the co-ordination, analysis and formation of evidence for external and internal inspection and self-assessments.
2. Play a key role in the development of information and case management/ recording systems across Community Safety, to ensure that current and potential systems are fit for purpose and meet corporate and statutory reporting requirements.

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3. Implement the Council's approach to performance management across Services, including:-

(i) Implementation of the Council's approach to department and service planning, providing advice and guidance, and quality assuring the plans;
(ii) Collating all information required to produce key monitoring reports, including the Council Plan Monitoring Report and Portfolio reports;
(iii) Developing and implementing effective performance indicators with a particular emphasis on 'impact'; and,
(iv) Ensuring the Council's approach to risk management is implemented - providing advice and guidance to services and ensuring that the monitoring of risks is fully embedded within department and service performance reporting.

4. Develop complicated reports using a variety of reporting tools to extract and analyse information held on Council systems (SystemC).

5. Produce and present performance and business intelligence reports/ presentations for operational teams, senior managers and elected members.

6. Play a key role in the completion of statistical returns required by Government departments and other agencies, ensuring these are completed on time and are accurate.

7. Lead on specific team/ service projects and work ensuring expectations and deadlines are met and work is produced to the highest standards.

8. Provide the data/ intelligence required for the implementation of the Council's intelligence led approach to strategy development across Community Safety.

9. Act as a key contact between the performance and business intelligence team and Community Safety, developing an in-depth knowledge of services and maintaining awareness of changes to reporting requirements and changes to systems (supporting the service to understand these).

10. Using published data, including statistical first releases, to produce analytical reports for senior officers.

11. Work with officers from Business Improvement to support the Council's approach to Improvement at a strategic and operational level by:
(i) providing appropriate management information to inform business improvement; and

(ii) providing information that will support the Council to monitor and evaluate the impact and benefits of Community Safety and interventions.

12. Work with members of the team and key stakeholders to investigate the causes of any variance from plan/delivery targets and contribute to the implementation of solutions.

13. Support the targeting of resources, monitoring, implementation, evaluation and delivery of plans and key priorities by providing high quality information and analysis to ensure value for money and delivered on time.

14. Provide relevant and timely specialist advice and guidance on functional and information matters in relation to Community Safety key priorities.

15. Communicate information, risks, issues and dependencies, including briefings and reports to senior team members, commissioned services and other internal and external team members or partners.

Grade K

1. Lead on the development and implementation of the Council's performance framework across multiple services.

2. Provide intelligence and analysis to enable the setting of targets and actions which stretch the Council in making best use of resources to meet objectives and ensure statutory and regulatory requirements are met.

3. Take a lead role in the development of department and service plans, monitoring their delivery and providing critical support.

4. Taking a lead role in the production of key corporate reports, including Council Plan Monitoring and Risk Management reports.

5. Play a lead role in establishing and maintaining systems for the collection and interpretation of large, complex data sets.

6. Present complex analytical reports to a range of audiences, including Executive Directors, Elected Members, and specific Council and partnership boards.

7. Provide high level advice and support to senior officers and Elected Members in relation to complex performance and activity reports.

8. Provide all necessary data required for needs and assets assessments to inform strategic and operational planning and commissioning decisions.

9. To ensure that all statutory, non-statutory and corporate returns are compiled to a high standard ensuring data quality requirements are met and processes are in place to investigate variances in activity data.

10. Responsible for the preparation of a wide range of complex information to support key Community Safety priorities including – briefings, reports,

action plans, presentations and promotional resources to a variety of stakeholders as directed by senior managers.

11. Provide relevant and timely specialist advice and guidance on functional and information matters in relation to Community Safety key priorities. This includes producing and updating information and ensuring consistency of public health priorities/key messages, including information on corporate websites and other platforms that promote access to Community Safety related information.

12. Representing policy and performance at key improvement and performance meetings, providing support and challenge.

13. Play a key role in the Council's data transformation programme, ensuring that data and intelligence is effectively and is at the centre of decision making and drives improvement.

14. Co-ordinating the work of, and providing leadership to, officers within the performance and business intelligence function. Lead on specific team/ service projects and work of high complexity and risk, ensuring expectations and deadlines are met and work is produced to the highest standards.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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Knowsley Behaviours



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.