BRITISH TRANSPORT POLICE

Job Description

A Post Details

Job Title: **Divisional Insight Analyst**	Grade:B001
Department: **Analytics & Insight**	Division: A
Reports to: **Insight Team Leader**	Contract Type: Permanent
Level of Vetting:**Management Vetting**	Numbers in Post: 3

Welsh language required**No**

B Purpose of the Post

Act as an analytical and research expert focussed on Divisions/Sub-Divisions, to provide analytical services to interpret patterns, trends and gaps using appropriate analytical tools and techniques to influence and drive decision making at operational, tactical and strategic levels. This will include identifying exceptions, preparing and managing the delivery of high quality products for local Divisional meetings, operations & community engagement. Lead BTP's continued commitment to evidence-based policing in accordance with BTP's strategic objectives and performance pillars. Apply advanced and innovative analytical techniques and technology to ensure work is effective, efficient and drives activity.

C Dimensions of the Post

No financial involvement
Non-direct staff responsibilities: Overseeing & directing the research work of officers and staff member across Divisions.

D Principal Accountabilities

- Manage both qualitative and quantitative analytical work alone, as part of a team or in conjunction with other departments.
- Provide support to the Analytical Insight and Statistics Manager, Head of Analytics and Divisional Commanders in the delivery of a programme of analysis and research development aimed at informing improvements to BTP's operating model and service delivery.
- Assist in identifying good practice nationally, ensuring continual improvement
- Feed the results of analysis and research into relevant decision-making forums at a senior and local level, ensuring that BTP activities, planning and strategy are based on evidence and ensure effectiveness and efficiency in all aspects of work
- Support Division & Sub-Divisional Officers, Staff Officers, other departments, units and individual staff with their analytical needs ensuring a proactive approach to all projects.
- Engage & provide analytical support and expertise to external partners including Train Operating Companies, local councils, HO Forces and BTPA members.
- To take a lead role in producing the highest level analytical work, as appropriate, which carries a substantial degree of reputational risk or significance and requires the highest level of analytical expertise and advanced subject knowledge.
- Analyse a range of complex data sets to develop insights and recommendations
- Review the type of information used in the analysis process and the analysis product/technique and recommend improvements using specialist knowledge.
- Identify risk and harm through data analysis and consistent scanning of exceptions to assist in protecting the public and keeping the railway running

BRITISH TRANSPORT POLICE

- **Conduct research projects when required using a variety of social research methodologies and highlight recommendations to improve or enhance service delivery**
- **Use Business Objects, Excel, SPSS, N*Vivo and other specialist software (Power BI) to enter and analyse data for BTP research projects and consultations.**
- **Apply advanced quantitative and qualitative techniques and use analytical software to ensure that work is statistically reliable, valid and representative in providing recommendations for policy and practice for the force.**
- **Develop and maintain a database of key indicators and information in order to track performance and highlight exceptions.**
- **Produce high-quality reports that explain methodological choices, discuss findings, draw conclusions and make recommendations for consideration by senior officers and managers.**
- **Identify information gaps and make recommendations based on analysed data to Senior Officers, managers, and external agencies through effective reports and presentations and provide advice on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.**
- **Designing and managing research projects; using a variety of research methodology, including conducting surveys, interviews and focus groups (including victims of crime, passengers and rail staff).**
- **Conduct analytical research as part of BTP's consultation strategy; ensuring that the views of victims, passengers, rail staff and other stakeholders are incorporated into the development of BTP strategy and policy.**
- **Explore innovative research approaches; evaluating and critically appraising data and research sources in order to draw in evidence based conclusions and recommendations.**

E Decision Making

- **Make recommendations and decisions to senior management in relation to analytical findings**
- **What analytical themes & exceptions to explore**
- **Appropriate research and analytical methodology**
- **Make recommendations on resources and action to senior staff members**

F Contact with Others

Internal

Divisional & sub-Divisional Commanders, Staff Officers, Chief Officers, Heads of Department, Police officers and staff.
Represent the Analytics & Insight department when necessary at board meetings, both at internal and external meetings.

External

Train Operating Companies and rail industry staff

Rail Delivery Group (RDG)

Her Majesty's Inspectorate of Constabulary (HMIC)

Victims of crime, passengers, local community/interest groups

Passenger Focus and other consumer organisations

Private and third sector research organisations

Universities and other external researchers

G Essential Criteria

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Qualifications and Training:

A degree in a relevant discipline, preferably with an analytical, social research or statistics component, or relevant work experience.

A further qualification in Analysis (e.g. NIAT).

Experience:

Excellent interpersonal and communication skills in Welsh   **No**

- **Experience of producing complex reports, both alone and as part of a wider team**
- **Proven research and analytical experience gained through work experience or educational background. Trained and experienced in using Microsoft Office applications and database and the use of big data for the purposes of research and analysis.**
- **Experience of producing research and analysis using different types of data from a variety of sources.**
- **Use of different IT systems to gather and analyse data and present the results.**
- **Trained and experienced in giving presentations to a varied audience, both informally and formally.**
- **Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to a varied audience.**

Skills:

Excellent interpersonal and communication skills in Welsh   **No**

- **Excellent qualitative and quantitative analytical and research skills**
- **Proven problem solving and creative thinking skills, with the ability to think outside the box and come up with new and innovative solutions to problems.**
- **Proven social research skills**
- **Ability to work with a variety of complex data sets**
- **The ability to work as part of a team and on own initiative**
- **The ability to liaise with internal and external contacts to establish and develop a two-way exchange of information and data**
- **Excellent verbal and written communication skills, with the ability to communicate effectively with a variety of audiences**
- **The ability to synthesise and summarise complex information (including statistics) into a user-friendly format**
- **Good report writing skills, including editing and proof-reading.**
- **Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint and Power BI**
- **Self-motivated with the ability to work under pressure while producing high quality work.**
- **Good interpersonal skills and the ability to work effectively as part of a team.**
- **Ability to analyse and respond to external developments and identify issues clearly and quickly**
- **Prioritisation skills to manage time and workload – the post holder must be able to evidence managing a demanding workload**

BRITISH TRANSPORT POLICE

Knowledge:

- **Understanding and awareness of political environments and confident in dealing with people at all levels both internally and externally**
- **Interest in or working knowledge of programming languages (such as R or Python)**
- **Advanced knowledge of both analytical and social science research methodology and statistics**

Desirable criteria:

- **Postgraduate qualification in a relevant discipline, preferably with a statistical, social research methods or criminological component**
- **Experience of carrying out high level analysis and horizon-scanning in a police, criminal justice or government setting**
- **Experience of conducting research and policy work on sensitive topics**
- **Experience of presenting analytical and research findings in a variety of formats to a variety of different audiences**
- **Familiarity with programming software (such R and Python) and/or statistical packages such as SPSS**
- **Knowledge of the Evidence Based Policing agenda**
- **Knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally**

H Additional Information

Post holders may be required to travel to other departments and various locations across the BTP network throughout their role.

For Panel to complete only:

Panel Approval: Pauline Okirie

Date:06/01/2026

Please submit with supporting documentation (organisational charts, job descriptions) via the Hub

You will be advised of a panel date following receipt of the submission