



# Drive Data Analyst: Job Description

<b>Position:</b>	Drive Project Data Analyst
<b>Reports to:</b>	Research Manager
<b>Hours:</b>	Full time – 37.5 hours per week
<b>Salary:</b>	£22,000 – £28,000
<b>Location:</b>	Bristol
<b>Travel:</b>	You may be required to travel throughout the UK
<b>Contract:</b>	Fixed term to 31 March 2020 (with a possible extension)
<b>Benefits:</b>	A generous package including 25 days holiday a year (pro-rata) and public holidays, employee pension scheme with employer contribution, access to childcare voucher scheme, cycle to work scheme

## About SafeLives

We are SafeLives, a national charity dedicated to ending domestic abuse, for good. We combine insight from services, survivors and statistics to support people to become safe, well and rebuild their lives. Since 2005, SafeLives has worked with organisations across the country to transform the response to domestic abuse, with over 60,000 victims at highest risk of murder or serious harm now receiving co-ordinated support annually.

No one should live in fear. It is not acceptable, not inevitable, and together – we can make it stop.

Every year, two million people experience domestic abuse. There are 100,000 people at risk of being murdered or seriously harmed; 130,000 children live in those households. For every person being abused, there is someone else responsible for that abuse: the perpetrator. And all too often, children are in the home and living with the impact.

Domestic abuse affects us all; it thrives on being hidden behind closed doors. We must make it everybody's business.

## Background

Respect, SafeLives and Social Finance are working together to develop a sustainable, national response to perpetrators of domestic abuse that knits together local services, complementing and enhancing existing interventions. The primary aim of this work is to reduce the number of child and adult victims of domestic abuse by developing a whole system response that drives service users to change their behaviour. Our vision is that one day there will be a national approach which sees agencies in an area work together with high risk perpetrators to disrupt abuse.



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The Drive model is based on an intensive case management approach and explicitly targets high risk perpetrators of domestic abuse associated with victims who have been referred to the MARAC. Pilot projects are already being delivered in three areas: West Sussex, South Wales and Essex. We are now expanding Drive to 5 further sites: South Wales (extending the current service), London, West Midlands, West Mercia and Norfolk

The project will be delivered over two and a half years. The first of these years will focus on developing and evolving the model for replication and preparing the processes and forums on the ground necessary for a successful implementation of Drive. Years two and three will be used for Drive delivery, working with a total of 1,200 perpetrators in the five new sites over this period.

Team members are employed across the three organisations within the Drive Partnership. This role is employed by SafeLives, a national charity dedicated to ending domestic abuse.

## **Role summary**

The Data Analyst will be responsible for working with and supporting the Senior Research Analyst and wider Research, Evaluation & Analysis team to deliver data support for the Drive Partnership.

The post holder will manage, analyse, interpret and present data and information to the Drive project team and local and national stakeholders in order to optimise the quality of implementation of the Drive model, ensure that the project achieves the greatest possible impact, and inform broader policy and practice in working with high risk perpetrators to disrupt abuse.

## **Key duties and responsibilities**

1. Support with management and development of the online case management system used within the Drive project, working closely with its users.
2. Support Drive project areas to gather data, assist with analysis and contribute to the development of data sets and processes.
3. Support Drive project areas in the management, auditing and cleansing of data collected by frontline practitioners.
4. Play a key role in supporting the production of reports for local and national stakeholders on Drive, analysing delivery against key performance indicators and identifying any issues arising.
5. Conduct analysis of data collected by the Drive project and other data on families where there is domestic abuse, and/or perpetrators of abuse, using appropriate and tested methods to produce accurate and timely results, and testing interpretation with practice experts within and external to the Drive Partnership and SafeLives teams.
6. Support the interpretation and dissemination of messages from Drive and SafeLives research data, including writing and contributing to reports and papers as required.
7. To liaise with external stakeholders and other external contacts in order to develop positive working relationships and respond to queries as appropriate.
8. Enter data onto various databases, including Excel and SPSS with consistency and accuracy.

9. Use knowledge of research methodologies and best practice in all areas of work.
10. Be a confident communicator, with the ability to convey complex messages in a way that non-expert audiences can understand and engage with.
11. Be responsible for ensuring the completeness, accuracy, robustness and timely production of data reports, and other research and policy outputs.
12. Oversee and mentor the day-to-day work and development of the Data Support Officer (as applicable).
13. Day-to-day management of SafeLives' datasets, including answering queries from and providing support to practitioners and internal teams, management of online data collection tools and oversight of the accuracy and integrity of the dataset.
14. Support the Senior Research Analysts to develop cross data set working and awareness with other members of the REA team.
15. Work closely with the internal teams to ensure data analysis and outcomes are linked across datasets to best practice recommendations (which are fed in to the reports) and ensure all reports, messages and outputs are aligned with SafeLives practice messages and best practice.
16. Contribute to analysis and drafting of policy, practice and research briefings and other communications, drawing on SafeLives' national and programme datasets to influence the public policy agenda and standards of good practice.
17. Disseminate research and evaluation findings to internal and external partners using a range of appropriate formats and communication tools.
18. Keep up-to-date with research literature relevant to projects and relevant new developments in research methodology.
19. To ensure that any data collected, analysed and or shared whilst performing these duties is handled in line with SafeLives Data protection, data storage and collection policy and protocols.

Any other duties commensurate with the general level of the role as directed by the Line Manager or SafeLives. SafeLives reserves the right to amend the Job description over time in consultation with the postholder.

## **Person specification**

### **Qualifications**

- Educated to degree level or holding an equivalent professional qualification

### **Skills / experience: essential**

- Experience of working within a research and/or data analysis setting.
- Excellent analytical skills, with experience and knowledge using Excel to a high standard.
- Excellent IT skills including knowledge and experience of Microsoft Word, Microsoft Excel, Powerpoint and Microsoft Outlook

### **Skills / experience: desirable**

- Experience of management, development and use of a case management system
- Experience of delivering quantitative research, in particular of managing, analysing and drawing meaning from large data sets
- Experience of conducting statistical analyses using an appropriate statistical package e.g. SPSS
- Experience of using qualitative research techniques

## Competencies

- Strong data analysis skills with the ability to work across multiple large scale datasets utilising a variety of data systems, whilst maintaining a high level of attention to detail.
- Self-starter with the ability able to use their initiative and judgement to identify problems and propose solutions.
- Strong written skills, with experience of writing reports, guidance or briefings to influence policy or practice.
- Very strong oral communication skills, with experience effectively of communicating to a range of audiences.
- A strong team player, with experience of working with colleagues across a range of roles.
- Strong time management and organisational skills including the ability to manage multiple projects, prioritise own work and meet tight deadlines.
- Proven ability to maintain confidentiality and be discreet at all times.

A genuine interest and commitment to contribute to SafeLives' goals to support high risk victims of domestic abuse, and to challenge those that perpetrate abuse.