

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY</b>	
date	<b>11 June 2004</b>	agenda item number

### REPORT OF THE CHIEF FIRE OFFICER

#### COMMUNITY SAFETY INTELLIGENCE ANALYST – SCALE SO1

#### 1. PURPOSE OF REPORT

To seek the approval of the Fire Authority for the appointment of a 2-year temporary post of Community Safety Intelligence Analyst to be based at Service HQ. The post will be joint funded by the Service and from funds received from the Arson Control forum.

#### 2. BACKGROUND

- 2.1 In April 2003 the Arson Control Forum were successful in securing funding from Government of £4M to be invested in local initiatives beginning in 2003/04. In August 2003 brigades were invited to submit funding bids for arson control work within their areas.
- 2.2 In response to the Arson Control Forum's request for funding bids the Service formulated a bid jointly with the Regional Sponsorship & Marketing Officer that was submitted in August 2003. The Service's bid identified a partnership approach working closely with the Police, Crime and Disorder Partnerships and other agencies. Members will be pleased to hear that the Service's bid was successful and the Arson Control Forum has allocated £270,000 over a 3-year period until March 2006.

#### 3. REPORT

- 3.1 A key element of any strategy to reduce arson is the ability to analyse a wide range of evidence covering socio-demographics, criminality, activity patterns and trends to inform practitioners to target resources. Only through such evidence-based practice can resources be deployed efficiently and effectively.
- 3.2 There is clearly a direct link between the analytical requirements surrounding arson reduction and that of community safety in general. Where the processing of wide ranging data and intelligence on socio-demographics, health outcomes, fire and avoidable injury trends will advance the Service's ability to target resources at those within our community who are at most risk.

- 3.3 The Community Safety Intelligence Analyst will be responsible for evaluating and collating evidence from various sources and applying appropriate analytical techniques such as case/incident analysis, activity charting and fire - avoidable injury or arson patterning. An important aspect of the role will be to link current research and trends within Nottinghamshire and develop theories regarding both arson activity and avoidable injuries as well as identifying further areas requiring additional information. This will assist the Service in developing a better picture of risk, communities at risk and the effectiveness of the Service's initiatives at reducing these risks.
- 3.4 This role will work across the whole arena of community safety providing information that will assist the delivery of Home Risk Assessments, the wider agenda of avoidable injuries and arson reduction. This will better enable the Service to meet the challenging targets contained within the Office of Deputy Prime Minister's Public Service Agreement for the Fire Service and the Fire Safety Target contain in both Nottinghamshire County Council's and Nottingham City Council's Local Public Service Agreement.

#### **4. FINANCIAL IMPLICATIONS**

This post will be jointly funded from the funds made available from the Arson Control Forum and the Authority. The total cost of the post including on costs will be £25,538 - £27,228 and the Authority's contribution will be contained within existing budgets, as the post will be funded from resources released following the re-structuring of Safety Services.

#### **5. PERSONNEL IMPLICATIONS**

Personnel implications are contained within the body of the report and the job description Appendix A.

#### **6. EQUAL OPPORTUNITY IMPLICATIONS**

The role will add vital intelligence that will assist in reducing both avoidable injuries and arson enabling the Service to address both sustainability and the wider determinants of health by accessing and engaging those who are most at risk within our community.

#### **7. RISK MANAGEMENT IMPLICATIONS**

- 7.1 The Office of the Deputy Prime Minister (ODPM) has set targets of reducing deliberate fire by 10% and deaths and injuries in accidental dwelling fires by 20% by 2010. These are challenging targets and only by successfully delivering of intelligence led community safety and arson reduction strategies will the Service achieve these targets.
- 7.2 The Service's involvement with the LPSA Fire Service target has the potential to deliver significant financial reward through the Performance Reward Grant that the ODPM awards to authorities for achieving the agreed targets. As stated in the body of the report only by delivering targeted initiatives will the Service be successful in achieving the LPSA Fire Safety target.

**8. RECOMMENDATIONS**

That Members approve the establishment of a temporary post of Community Safety Intelligence Analyst at scale SO1 with immediate effect.

**9. BACKGROUND PAPERS FOR INSPECTION**

None

**P. Woods**  
**CHIEF FIRE OFFICER**

## **NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

**POST:** Community Safety Intelligence Analyst

**GRADE:** SO 1

**POST REFERENCE:**

**CONDITIONS OF SERVICE:** NJC for Local Government Services  
National Scheme of Conditions of Service

**RESPONSIBLE TO:** Head of Community Safety

**RESPONSIBLE FOR:**

#### **General Description of Post:**

1. To be responsible for evaluating and collating evidence from various sources and applying appropriate analytical techniques in order to advise on the strategic direction that will reduce the incidence of arson and avoidable injuries in the community.
2. Provide analyse on the effectiveness of arson reduction and avoidable injury initiatives by linking current research and trends.
3. Through the use of evidence based practice assist in developing theories that will contribute to the improvement of initiatives aimed at reducing the risks within the community.

#### **Specific Duties:**

1. Evaluate, read and collate information received from various sources and apply analytical techniques as appropriate, such as case analysis, activity charting and fire – avoidable injury patterning to provide timely and accurate intelligence.
2. Examine the nature and development of arson and avoidable injuries in specific areas and/or over a period of time to identify patterns and sequences of activity to assist in the targeting of resources.
3. Develop theories about arson and avoidable injuries and identify areas requiring further analysis to build a clearly picture of risk, communities at risk and the effectiveness of the Service's initiatives.

4. Prepare diverse link diagrams to explain complex relationships between communities, activities, socio-demographic, building type so that the relationships can be clearly understood by all practitioners.
5. Understand and operate a wide range of IT software and applications to retrieve data, analyse it and produce operational and management information.
6. Keep up with changing intelligence and analytical techniques as well as current understanding of the operational environment.
7. Liaise with partners regarding developments in arson and avoidable injury to ensure collective knowledge is shared in order to maximise available resources.
8. Compile reports and presentations on risks and their mitigation.
9. Give oral briefings to provide clear and concise information across all levels of the organisation.
10. Liaise with and assist colleagues engaged on analytical projects.
11. Work with the IT department in developing and maintaining appropriate database and other information systems to support risk analysis.
12. To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

### **General Responsibilities:**

#### **12. (a) Health and Safety**

**To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.**

**To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.**

**To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.**

**To familiarise yourself with the contents of the Service's Written Safety Policy.**

#### **(b) Use of equipment and other appliances**

**To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or**

**provided or issued by a third party for individual or collective use in the performance of the job holder's duties**

**(c) Equalities**

**To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.**

**To promote and deliver fair and quality services that are sensitive and responsive to all service users.**

**(d) Code of Conduct**

**To adhere to the standards of the Code of Conduct established by the Service.**

**(e) Personal Development**

**To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.**

**(e) Information Technology**

**To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.**

**To undertake any training and operation of new technologies and associated systems as required.**