

Job Description

Section A: Job Profile

Job Details

Job Title:	Intelligence & Research Analyst
Salary:	£41,771- £45,091per annum
Grade:	11
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Safeguarding Adults Board
Service Area:	Safeguarding
Primary Location:	<p>County Hall, Oxford OX1 1ND and hybrid</p> <p>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.</p>
Budget responsibility:	As delegated by Strategic Partnerships Manager
Responsible to:	Strategic Partnerships Manager
Responsible for:	N/A
Political restricted post:	N/A

Job Purpose

The purpose of the job is to work as part of a small central team providing a framework within which the Oxfordshire Safeguarding Adults Board (OSAB) can function effectively. The post holder will be required to work in a fast-paced environment to deliver policy development. The post holder will promote the values of the Safeguarding Adults Board, support others to deliver their objectives and facilitate a joined-up holistic approach and culture across the Oxfordshire partnership of organisations.

Working to the Strategic Partnerships Manager, the Intelligence & Research Analyst will be responsible for delivering wide-ranging projects and vital functions in support of the OSAB's strategic priorities, working in a multi-disciplinary environment.

This is likely to cover a wide range of issues and will extend from developing analytical tools to gather intelligence to formulation of policy ideas and ensure that policy change is embedded in the OSAB, as well as supporting key partnerships such as the voluntary and community sector.

Developing Insight and Analytical Products - Works collaboratively with internal teams and external partners to generate, shape and deliver high-quality intelligence products, research outputs and evidence-based insights that inform strategic decision-making across the organisation.

Conducting Robust Research and Evidence Gathering - Identifies, evaluates and analyses a wide range of information sources to ensure the accuracy, reliability and relevance of data used in reports and assessments. This includes engaging with subject-matter experts, community partners, and relevant agencies.

Supporting Briefing and Reporting Processes - Prepares and presents clear, concise written reports, dashboards, briefings and verbal updates for senior officers, elected members and multi-agency partners, ensuring findings are communicated effectively and appropriately.

Providing Operational and Strategic Intelligence Support - Gathers, verifies and interprets intelligence to support community safety, safeguarding, enforcement, protective services, or other local government operations. Ensures intelligence handling adheres to relevant legal, ethical and security frameworks.

Coordinating Research Activity and Project Administration - Provides organisational support for research and intelligence projects, such as scheduling meetings, securing required facilities, coordinating contributors, and maintaining project documentation.

Managing Data, Images and Supporting Materials - Sources appropriate images, documents and reference materials from approved archives, libraries and databases where required for analytical or communications purposes, ensuring all copyright and licensing requirements are met.

Engaging with Internal and External partners and stakeholders - Works closely with service leads to understand their research or intelligence needs, recommends suitable methodologies (quantitative and qualitative), and develops proposals outlining scope, approach and cost implications.

Leading Research Projects and Interpreting Findings - Designs, manages and delivers research projects that explore service performance, social issues, community needs or policy impacts. Collates, analyses and interprets findings, presenting evidence-based recommendations to influence policy, service design and resource allocation.

Supporting Service Improvement and Policy Development - Works with relevant teams to discuss how research or intelligence findings should shape future decisions—such as changes to service delivery, resource deployment, targeted interventions, communications, or strategic planning.

This post holder is responsible for ensuring that all relevant county council policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

The post holder will be expected to:

1. Collaborate with internal teams and external partners to generate and deliver high-quality intelligence products, research outputs and evidence-based insights.
2. Identify, evaluate and analyse diverse information sources to ensure the accuracy, reliability and relevance of data used in reports and assessments.
3. Prepare and present clear, concise written and verbal briefings, reports and updates for senior officers, elected members and multi-agency partners.
4. Gather, verify and interpret intelligence to support adult safeguarding, community safety, enforcement or other operational and strategic local-government functions.
5. Provide organisational and administrative support to research and intelligence projects, including scheduling, coordination and documentation management.
6. Work closely with service leads to understand their research or intelligence needs and recommends suitable qualitative and quantitative methodologies.
7. Design, manage and deliver research projects, analysing and interpreting findings to produce evidence-based recommendations.
8. Present research and intelligence findings in accessible formats that support strategic planning, service improvement and policy development.
9. Work with relevant teams to discuss how findings should inform future service design, targeted interventions and resource deployment.
10. Develop innovative solutions to difficult policy problems.
11. Work independently and with minimum supervision on discrete projects.
12. Proactively keep abreast of the policy direction of government and others, advising with regards to best practice and applying where agreed.
13. Establishing productive working relationships with elected members, senior managers and external organisations. Support the development of (written and verbal) briefings to the Leader, Cabinet, Chief Executive and leadership team.
14. Achieving effective cross-team working in the Adult Social Care Directorate and with key stakeholders; supporting and challenging others to deliver policy change.
15. Sources appropriate images, documents and reference materials from approved archives, libraries and databases while ensuring full compliance with copyright and licensing requirements.
16. Any other duties as may be deemed necessary to carry out the full remit of the role.
This job description may vary within the scope of the job as the requirements of the OSAB develop.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
• Strong analytical skills and attention to detail, with the ability to interpret and communicate complex information, including technical reports and legislation, and pick out salient points.	A, I
• Track record of developing policies which deliver tangible results for customers	A, I
• Team player and self-starter, with experience of working on own initiative and of being an effective member of a team working in a multi-disciplinary environment	A, I
• Experience of working in politically complex situations and proactively managing problems and opportunities	A, I
• Excellent interpersonal skills including ability to develop effective internal and external relationships at all levels of an organisation, and to influence and challenge	A, I
• Excellent written and verbal communication skills, with the ability to communicate complex information clearly and concisely	A, I
• Experience of identifying and delivering innovative and imaginative solutions	A, I
• Project management skills, and the ability to deal with a large and varied workload and to prioritise effectively	A, I
• Working to deadlines in a fast-paced environment	A, I
• Political awareness and sensitivity	A, I
• Knowledge of adult safeguarding legislation	A
• Level 7 qualification in relevant field (Public Policy, Government Studies, Intelligence Analysis, etc)	A

Desirable criteria	Assessed By:
• Experience of working in local or national government	A, I
• Experience of multi-agency working	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing

<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		