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Role Profile

Role Title:	Violence Prevention and Reduction Unit (VPRU) Principal Partnership Analyst
Grade:	PO1/2
Responsible to:	Head of the VPRU
Responsible for:	No Supervisory Responsibility
Liaison with:	VPRU Team, Wider OPCC Office, Police Analysts, Police Officers, Police Staff, General Public including children and young people, External Organisations, Agencies and Partnerships
Required Vetting Level:	MV/SC – Management Vetting and Security Clearance
Date Published:	March 2026

Role Overview:

The Violence Prevention and Reduction Unit (VPRU) Principal Partnership Analyst will play a key role in supporting the Violence Prevention and Reduction Unit (VPRU) to deliver its programme of work, which aligns with the Police and Crime Commissioner's Police, Crime and Justice Plan (2025–2029), and the South Wales Violence Prevention and Reduction Strategy.

Role Purpose:

The post holder will provide high-quality, proactive support in relation to information, research and data collection, review and interpretation to the Head of the VPRU and the wider VPRU team in relation to:

- Supporting the delivery of actions within the Police Crime and Justice Plan that relate to crime prevention and violence reduction;
- Supporting the VPRU to meet the duties of the Serious Violence Reduction Partnership Grant and Serious Violence Duty;
- Supporting the delivery of actions identified within the South Wales Violence Prevention and Reduction Strategy and;
- Supporting the data and analysis requirements of the South Wales Violence Prevention and Reduction Strategic Board and subgroups.

Key Responsibilities	<ul style="list-style-type: none"> • Work with Police, Health Boards, Local authorities, Youth Justice Services, Prison and Probation Services, Youth custody authorities, Education partners and the VPRU team to undertake an annual South Wales Serious Violence Strategic Needs Assessment (SNA). • Support local Prevention Partnerships to collate and analyse data for their localised Serious Violence SNAs.
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- Collaborate with local and regional partners to gather, share and interrogate data that forms the metrics associated with the South Wales Violence Prevention and Reduction Strategy to support progress and highlight reports submitted to the South Wales Violence Prevention Strategic Board.
- Collaborate with partners to provide analytical support to the South Wales Violence Prevention Strategic Board and the Data and Insights Sub-group, working with Analysts from other local partners.
- Support the achievement of key Police, Crime and Justice Plan objectives e.g., Hotspot Policing– a place-based evidence-based response to violence and crime, working closely with South Wales Police Analysts.
- Support an understanding of the impact of funded interventions to inform future commissioning.
- Work closely with local Violence Prevention Boards and partner agencies to strengthen data-sharing processes.
- Collect, analyse, and interpret data and research evidence from multiple sources to develop actionable insights that help prevent violence, protect vulnerable individuals, and reduce harm.
- Address ad hoc data, analytic and insight requests.
- Work alongside the OPCC Principal Partnership Analyst to collate and interrogate data forming part of the performance framework for the Police, Crime and Justice Plan; particularly relating to Priority 2 and Priority 3.
- Investigate problem/issue(s) and provide appropriate solutions.
- Plan and organise own work and co-ordinate with other team members.
- Develop and implement sub project plans.
- Organise and schedule meetings/events as directed.
- Quality assure the standard of work and comply with legislation.
- Adapt and refine work practices and procedures in own area.
- Follow, create, amend, improve and quality assure processes for use by self and others.
- Undertake research on legislation/ complex/ sensitive/ contentious specific subject matters.
- Present recommendations.
- Identify risks within own remit and identify controls to mitigate risks.
- Present a positive image and service to both internal and external stakeholders.
- Maintain confidentiality in relation to data protection matters and Management Of Police Information (MOPI) standards.

In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.

Qualifications



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& Experience	Essential Must possess a degree or equivalent qualification in a relevant subject and /or demonstrate relevant experience in qualitative and quantitative research and statistical analysis. Desirable Demonstrate at least two years analytical experience in a law enforcement environment or similar.
Skills	Essential <ul style="list-style-type: none">• Must be computer literate and proficient in Microsoft applications demonstrating a high level of computer literacy in word processing, spreadsheet and database software, including the complex manipulation of data.• Ability to follow through conceptual ideas to practical effective implementation.• Deals with sensitive and confidential issues and enforces the security of data.• Ability to produce high quality, comprehensive, logical and structured reports.• Able to present to individuals and groups, using language and techniques appropriate to the audience. Desirable <ul style="list-style-type: none">• Welsh Language Level 2 – Can understand the essence of a conversation, convey basic information, contribute to meetings, transfer telephone calls and respond to simple requests in Welsh. Also introduce oneself and others by name, role, and location/organisation.• Project management skills.• Experience of Force computer systems and analytical query tools.• Demonstrate an ability to write and edit Visual Basic programming for Excel• Strategic awareness and understanding of violence prevention, serious violence, early intervention, community safety and anti-social behaviour• Knowledge of relevant legislation and the structures and functions of Police and Crime Commissioners.
Attributes	<ul style="list-style-type: none">• Personal Qualities:• Resilience: Ability to navigate competing demands and maintain focus under pressure.



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	<ul style="list-style-type: none"> • Collaborative: Works effectively with internal and external stakeholders to achieve shared goals and deliver to high standards. • Innovative: Looks for new and creative ways to enhance ways of working. • Emotional Maturity: Self-reliant and motivated, pro-actively participates in understanding role and how best to help wider team. • Flexible: Responds calmly and pro-actively to changing commitments and deadlines
<p>Personal Qualities</p>	<p>Serving the Public</p>
	<p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, needs and concerns of different communities and strive to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them Develops partnership with other agencies to deliver the best possible overall service to the public.</p>
	<p>Professionalism</p>
	<p>Acts with integrity, in line with values of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p>
	<p>Openness to Change</p>
<p>Positive about change, responding flexibly and adapting to different ways of working. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.</p>	
<p>Service Delivery</p>	
<p>Understands the organisation's objectives and priorities and how work fits into these.</p>	



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	<p>Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes.</p> <p>Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well.</p> <p>Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p>
	<p>Decision Making</p> <p>Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations.</p> <p>Considers a range of possible options before making clear, timely, justifiable decisions.</p> <p>Reviews decisions in light of new information and changing circumstances.</p> <p>Balance risks, costs and benefits, thinking about the wider impact of decisions.</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p>
	<p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues Is approachable, developing positive working relationships.</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.</p> <p>Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations.</p> <p>Is courteous, polite and considerate, showing empathy and compassion</p> <p>Deals with people as individuals and address their specific needs and concerns.</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non-judgemental approach regardless of their background or circumstances.</p>
	<p>Managing Performance</p> <p>Understands the organisation's objectives and priorities and how own work fits into these</p> <p>Plans and organises tasks effectively to maintain and improve performance</p> <p>Manages multiple priorities, thinking things through in advance, balancing resources and co-ordinating activity to complete tasks within deadlines</p> <p>Knows the strengths of the team members, delegating appropriately and balancing workloads across the team</p> <p>Monitors delivery to ensure tasks have been completed to the right standard and tackles poor performance effectively</p>



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NOTE:

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989. The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities. The areas of work are determined by the priorities set by the Police and Crime Commissioner as such the portfolio areas may be amended or refocused to align to these priorities. All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All individuals of the Office of the South Wales Police and Crime Commissioner must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	✓
Skills	✓
Attributes	✓
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Openness to Change	✓
Personal Quality – Service Delivery	✓
Personal Quality – Managing Performance	
Personal Quality – Decision Making	
Personal Quality – Working with Others	✓