



Driver & Vehicle Standards Agency

Reference: 373033

Closing Date: Friday 25th October 2024.

Location: Bristol, Leeds, Birmingham.

Salary: £32,603

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.

Allowances: Please see advert for specific allowances



Helping you **stay safe** on **Britain's roads**

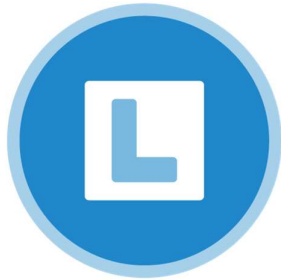
DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million
driving tests each year



38.5 million
MOT certificates issued each year



2 million
theory tests each year



31,958
defective vehicles discovered each year

Why join DVSA?

“To make our vision a reality, we need you to join us. Our ambitious plans rely on skilled people like you.”

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain’s roads for a life time of driving.

With the recent launch of the Enforcement strategy, this is an exciting time for you to join one of DVSA’s Enforcement teams.

There are several varied functions that make up Enforcement which range from front line activities, to office-based function support. Our approach is being clear about road safety standards. We use intelligence and data to target non-compliance across all the schemes we enforce so that our enforcement activity helps everyone stays safe on Britain’s roads. We value our staff and we know the importance of the work we do and we are proud of our contribution to road safety.

At the heart of our strategy is our ambition is that all enforcement activity is delivered by our well-trained, highly-skilled people who are trusted and respected throughout the industry. We are focusing on our current training and development programme to ensure that everyone has the skills and capability to undertake their roles.

We have several options available including an extensive apprenticeship programme and access to learning and development opportunities to progress your career. We offer attractive pension options, a work and life balance and a number of wellbeing initiatives.

If you feel you can make a difference in Enforcement please apply, we look forward to you joining us in ‘making every journey safer’.



Marian Kitson

Director of Enforcement

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's Responsible Business Network



About the job

As a Criminal Analyst, you will:

Have a clear focus of helping the Driver and Vehicle Standard's Agency (DVSA) increase the level of effectiveness of enforcement activity and targeting through Criminal [Intelligence] Analysis, identifying trends, provision of data analysis and statistics as well as development of analytical tools and products. The post holder will work within the DVSA Intelligence Unit, delivering increased roadside effectiveness through improved targeting and will specialise in the provision of Intelligence Analysis and enforcement targeting products using a suite of software including Microsoft Power-Bi and Excel, the Operator Compliance Risk Score (OCRS) and the National ANPR Service (NAS).

The role holder will deliver analytical products to support the Commercial, MOT and Driver and Rider schemes as well as Other Government Departments and Agencies within the United Kingdom and European stakeholders.

The post holder will continually develop their understanding of latest analytical and intelligence techniques as well as their knowledge of operators, vehicle test centres and drivers to ensure effective targeting and enforcement and supporting the integrity of all three schemes

Activities may include:

Analytics Provision

- Develops and produces National and Regional Targeting packs to support targeted front line delivery and enforcement action.
- Develops and produces reports and queries using Microsoft Power-Bi.
- Supports DVSA's Operator Compliance Risk Score system including analysis of the data to support action by DVSA enforcement teams, and key stakeholders.
- Provides information and statistical expertise to the business in support of both business-as-usual working and to future and existing project work.

- Highlights trends to the Senior Management Team, Policy, Intelligence and Enforcement through the targeting framework so that either roadside enforcement or investigations can be carried out.
- Provides analytical and data expertise to the National Tasking and Coordination Group through data analysis and the provision of intelligence products.
- Provides support to other teams and individuals within the Criminal Analysis Unit, Intelligence Unit, Strategic Traffic Management Office, and wider Enforcement Unit to enable agreed customer commitments to be met and ensure a positive customer experience.
- Fulfils Data Protection and Freedom of Information Requests as well as provide advice and guidance to customers and other stakeholders with relevant enquiries

Continuous Improvement and Change

- Works with colleagues from across DVSA and representatives of Other Government Department to understand analytical requirements and delivers products against agreed requirements.
- Identifies trends in non-compliance in the Commercial (goods and passenger), MOT, and Driver and Rider schemes.
- Supports the development of innovative solutions to meet reporting and analytics requirements, whilst adhering to agreed reporting and data standards and ensuring alignment with DVSA's overarching architectural design and principles.
- Assists with the delivery both internally and externally of agreed change activities into both the Intelligence Unit and where necessary, the wider organisation.

Leadership

- Demonstrate leadership by providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Work in collaboration with other management grades across all functions for the good of DVSA and to create a high performing and well-respected Agency.

Relationships Internal External

- The post holder has regular contact with members of Enforcement and Intelligence, Senior Leadership Team, and other senior leaders across the organisation.

- The post holder works with the Management Information and Data Science team to deliver new data sets into the organisation and to develop data relationships.
- The post holder has contact with counterparts in Other UK Government Departments in Great Britain and Northern Ireland, Government Departments and Agencies in the Republic of Ireland, police forces, and on occasion representatives from European Government Departments and Enforcement agencies to provide information, intelligence and analytical products/support as well as identify and obtain new data sets for DVSA and identify those held by the agency that will be of use to our partners.
- The post holder will have contact with non-Government bodies and organisations including operators and trade associations to provide information and data whilst complying with data protection and security principles.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV/personal statement/behaviour examples against the Job Description and Person Specification.

Essential skills and Essential experience

- Experience as a Criminal/Intelligence Analyst in an Enforcement role or experience of conducting analysis and dealing with data in an Enforcement role.
- Experienced in the use of Microsoft Power-Bi including the use of advanced features.
- Experienced in the use of Microsoft Excel including the use of advanced features.
- Experienced in the use of Microsoft Word and PowerPoint.
- Ability to handle and analyse exceptionally large sets of data.
- Experience of performing complex calculations and statistical analysis.
- Excellent written communication skills with strong attention to detail, including report preparation and presentation.
- Strong analytical and problem-solving skills combined with a drive and commitment to succeed.
- Good knowledge of DVSA's roadside and investigation Enforcement activity
- Strong customer service skills and experience

Further Information:

The Criminal Analysis Unit is a geographically dispersed part of the Intelligence Unit. Although headquartered in Avonmouth (Bristol) the post holder may also choose to be based at any one of the key Intelligence offices in Bristol (Avonmouth), Birmingham (Garretts Green) or Leeds (Quarry House) or any other suitable DVSA site.

Hybrid working including Working from Home is possible, however the amount of time the post holder will be expected to be working from an office will be in line with DVSA policy (at time of writing 60%, however the post holder will be expected to comply with any future requirements).

The post holder will regularly be required to travel throughout the UK including nights away from home.

A full UK Driving Licence is required for this role.

If not already held the post holder will be required to undertake and obtain Non-Police Personnel Vetting (NPPV) security checks to Level 3.

To meet the Non-Police Personnel Vetting requirements, you will need to have continuously resided in the UK for a minimum of 3 years. There are occasions when this can be waived e.g. applicants who have taken a gap year and spent the time travelling, served with HM Forces/Government overseas.

If not already held, and if later required, the post holder may also be required to undertake and obtain National Security Vetting (NSV) to Security Check (SC).

To meet the National Security Vetting requirements at this level you will need to have continuously resided in the UK 5 years. You can still be considered if you were posted abroad as part of your service with HM Forces/Government, taken a gap year and spent the year travelling.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours, Experience](#) during the selection process.

- **Seeing the Big Picture**
- **Working Together**
- **Delivering at Pace**
- **Communicating and Influencing**

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

As part of the application process you will be asked to provide a CV and Personal Statement. Further details around what this will entail are listed on the application form.

For your Personal Statement, please provide detailed evidence of the following:

- Experience as a Criminal/Intelligence Analyst in an Enforcement role or experience of conducting analysis and dealing with data in an Enforcement role.
- Strong analytical and problem-solving skills combined with a drive and commitment to succeed.
- Ability to handle and analyse exceptionally large sets of data and perform complex calculations and statistical analysis.
- Experience of with using Microsoft Excel, Word, Power-Bi including the use of advanced features.
- Excellent written communication skills with strong attention to detail, including report preparation and presentation.

Your personal statement will be limited to a maximum of 1,250 words.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV/Personal statement/behaviours against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

We've designed the selection process specifically for this role.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change. The anticipated timetable is as follows:

Closing date: Friday 25th October 2024.

Shortlisting: From w/c 28th October 2024.

Interviews: From w/c 11th November 2024.

Offer: These are made in strict merit order. Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
Standards
Agency

DVSA
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: stuart.owen@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**