

Job Title: Intelligence Analyst (Generic)	
Job Evaluation Number	B340

JOB DESCRIPTION

Job Title: Intelligence Analyst (Generic)	Location: Various (Operations, Major Crime, Hubs, SEROCU)
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: Lead Intelligence Analyst (Operations, Major Crime, Hubs, SEROCU), DS CFT or DS Investigations	Band level: 4I
Staff Responsibilities (direct line management of): Hub Analysts or IDO's (SEROCU only) at some locations	

a. **OVERALL PURPOSE OF THE ROLE:** Define the role, put simply, why it exists.

The overall purpose of the role is to: provide high level analytical support to senior operational police officers to assist in the prevention, targeting, disruption and detection of crime. Use analytical techniques to create intelligence products to inform relevant strategic and tactical planning to the standard defined within the National Intelligence Model. Provide an efficient and effective service to support managerial, operational and investigative decision making. Make recommendations to drive business activity and assess threat harm and risk.

b. **KEY ACCOUNTABILITY AREAS:** Defines the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Analyse a wide range of data from a variety of sources to assist sensitive and complex investigations in respect of crime / organised crime / incidents, priority locations, high risk issues, offenders, victims and major incidents. Re-evaluate current data and continually update charts and reports to take into account new intelligence. Present the results of analysis in the appropriate format and produce a report outlining recommendations to accompany analytical techniques. Identify discrepancies and highlight information gaps in order that resources can be focused to drive business activity. Expose information or evidence gaps which, if not revealed may jeopardise the success of an investigation. Produce analysis in evidence and packages to brief interview teams.

2. Analyse the activities of individuals, groups and organisations through the application of recognised analytical techniques and methodology to identify how the criminal groups operate individually and within a network. Include subject's lifestyle, technical expertise, systems and procedures employed and how they select their victim. Ascertain the significance of the problem or subject and provide an understanding of the strengths, weaknesses, scale and seriousness of the threat posed. Evaluate the significance of patterns and trends and assess threat, harm and risk.

3. Develop inferences around 'who, what, why, where, when and how' relating to subjects and suspected criminal activity. Identify problem areas and use structured analysis to identify intelligence gaps, links, patterns and associations between data to make recommendations to investigating officers of all ranks to direct and focus enquiries, and influence management decisions regarding investigative activity in line with organisational goals and objectives. Assist in prioritising subjects, focusing intelligence gathering and guiding investigative, enforcement and prevention activities.

4. Meet with CPS, Prosecuting Counsel, and Judge in Chambers as appropriate and supply analytical product as required. Produce evidential statements and attend Court to give evidence as requested.

5. Produce and deliver products that meet the expectation of the investigating officer. Agree terms of reference that will ensure products optimise service delivery and meet the needs of senior management. Design and manage intelligence collection plans. Present the analysis to the officer in the case to assist in the preparation, planning, directing of resources and implementation of proactive initiatives that drives the business activity. Ensure that the final analytical product is marketed appropriately. Influence the OIC to ensure recommendations are considered and action plans initiated.

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6. Represent the organisation, as required, give presentations and attend department, force and interagency meetings, weekly intelligence meetings and strategic and tactical tasking and coordination meetings where appropriate.

7. Attend internal and external training courses and conferences. Undertake continuous professional development ensuring current knowledge of latest techniques, specialist software and products including awareness of relevant legislation. Contribute to the development and application of analytical techniques embracing the concept of best practice.

Additional comments:

- applicable to Intelligence Analysts (Intelligence hub)

Manage the Crime Analysts in the intelligence hubs, appraise in support of the PDR process and participate in the recruitment process. Identify training requirements, development opportunities and welfare needs in conjunction with the Lead Intelligence Analyst (Hubs)

- applicable to Intelligence Analysts (Major Crime)

Major Crime analysts will be dedicated to the Major Incident rooms but workload will be monitored through the tasking process.

- applicable to Intelligence Analysts (Operations)
- applicable to Intelligence Analysts (SEROCU RIB): Analysts will work on strategic or tactical analysis. Tactical analysts will work operationally including being assigned to work in confidential unit to manage sensitive tactics.
- Applicable to Intelligence Analysts (SEROCU Investigations Syndicates): SEROCU Investigations Analysts will work at one of the Investigations Syndicates and will also produce evidential analytical products for CPS.
- All SEROCU Analysts will be required to travel across the region for meetings.
- applicable to Intelligence Analysts (Prisons)

Provide analytical support to the National Prisons Intelligence Coordination Centre (NPICC) by undertaking detailed regional analysis on current and future threats, horizon scanning and cyclical assessments through production of analytical products that support decision making in line with Home Office / NPCC / DE /NCA and Police Network goals and objectives.

Production and management of intelligence assessment projects in line with OC and DE Police Network priorities within Prisons providing strategic direction for assets and be responsible for the networks prioritisation of key threats and risks.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

The Analysts are assigned to work on operations and high risk issues prioritised by the Tactical Tasking and Co-ordination process. They will use analytical techniques to produce products and reports as required.

When an operation is live the pressure to undertaken real time analysis will be intense as the result will greatly impact on the outcome of the operation.

The product produced by the Intelligence analysts will be subject to the independent review of analysis managed by head of profession; this will include HMIC inspections.

Any Intelligence Analyst may be required to work short notice, at any location to support force priorities.

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d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Substantial current role-related experience as an analyst in a police environment / partnership agency with excellent understanding of the National Intelligence Model and experience of delivering intelligence products, crime analysis tools, methodology and specialist software.	E
2. Relevant professional qualification and completion of the National Intelligence Analysis Training, IBM I2 Analyst notebooks/i Base course and Core Skills in Communications data / CD data course. Experience of producing analytical reports and products.	E
3. Able to demonstrate excellent interpersonal communication skills. Experience of negotiating and persuading. Ability to deliver presentations, attend and engage in briefings and meetings within a police and agency environment.	E
4. Proven research skills with the ability to problem solve. Evidence of an enquiring mind and the ability to interpret and develop inferences from data. Confident, conscientious and methodical.	E
5. Good legislative knowledge e.g. ECHR, RIPA, Data Protection, Discrimination, etc., and knowledge of force management policies. Evidence of interpretation and application of relevant legislation.	E
6. Advanced IT skills. Extensive use of Excel and Analyst Notebook. Extensive knowledge of Communications data, Social Media and Open Source data; its use and governing legislation. Willingness and ability to learn and use new systems as technology develops.	E
7. Work effectively with minimum supervision whilst remaining team focussed. Ability to work under pressure, prioritise workloads and produce accurate work within tight deadlines. Flexible approach to working hours. Able to evidence self-motivation, personal responsibility and use of own initiative. Excellent time management skills and a good co-ordinator. ***	E
8. Experience of successfully managing and developing people.	E
9. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
10. Knowledge of Cybercrime and the security risk from Social media & emerging technologies as well as methods to exploit Social Media Intelligence and open source.	D
11. Force system knowledge, LAN, Guardian, RMS / Niche, C+C, Custody, HOLMES 2 etc.	D
<p><i>Additional Information:</i></p> <p>* At interview candidates will be asked to confirm their willingness to: Undertake a Driving Training to enable the use of a police authorised vehicle.</p> <p>*** Those analysts line managing others must have managerial experience, an understanding of HR policies and procedures and be willing to participate in CLDP</p> <p>Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.</p> <p>All <u>SEROCU Analysts</u> will be required to work towards the IPP Intelligence Analyst Accreditation.</p>	