

Job Title: Crime Analyst	
Job Evaluation Number	A594

JOB DESCRIPTION

Job Title: Crime Analyst	Location: Various (See Advert)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Lead Analyst or Intelligence Analyst	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: Provide analytical support to assist Area and TTCG in respect of crime patterns, crime trends, hot spots and offender details to identify established or emerging crime series. Provide analytical support to assist prevention initiatives, targeting, disruption and detection of crime.

Produce analytical products and Intelligence products to the standard defined within the National Intelligence Model in accordance with the requirements of Thames Valley Police.

- 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:	% time
1. Analyse data from a range of sources to identify crime patterns, crime trends, crime series and hot spots using all available computerised technology, information and intelligence. Identify suspects and analyse the activities of individuals, groups and organisations through the application of recognised analytical techniques and methodology. Present the results of analysis in the appropriate format and produce a report outlining recommendations to accompany analytical products.	40%
2. Produce a Tactical Assessment for the tasking and co-ordination group to provide an accurate picture of the current situation, identifying emerging issues and making recommendations to inform decision making and assist management in the commitment of resources. Contribute to the Strategic Assessment process	20%
3. Contribute to the production of Subject and Problem profiles to support the decision making process at both strategic and tactical levels to inform decisions and direct business activity. Adopt a problem solving approach to develop inferences around who, what, why, where, when and how relating to subjects and suspected criminal activity and produce an action plan in conjunction with relevant contributors.	15%
4. Attend meetings, briefings, conferences and seminars to discuss the analytical requirements and where appropriate present the results of the analysis undertaken. Represent the Area/ Force in matters pertaining to analysis and liaise with other departments and police areas as required. Produce evidential statements and attend Court to give evidence as requested.	10%
5. Agree a 'terms of reference' to ensure the analysis is focussed to meet the needs and expectations of investigating officer.	5%
6. Access, analyse and integrate data from non- police sources to foster and enhance effective community partnerships and support crime and disorder strategies. Liaise with other agencies and organisations as required.	5%
7. Attend internal and external training courses, lectures and conferences. Undertake	5%

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continuous professional development ensuring current knowledge of latest techniques, specialist software, products and intelligence issues including awareness of relevant legislation. Ensure the analysis of communications data complies with RIPA, DPA and ECHR legislation. Contribute to the development and application of analytical techniques embracing the concept of best practice.

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 Tactical Assessment is required to support Tactical Tasking and Coordination (TTCG) which in turn drives business activity and provides the opportunity for analytical tasking.

Problem / Subject profiles may be requested to support the management of prolific offenders, priority crime groups and organised crime groups.

Key customers are the Intelligence hub teams, Force Crime, Local CID, PCT and Neighbourhood teams DAIU and PVP.

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.

The knowledge or skills required in the role are as follows:	E/D
1. Good standard of education including excellent numeracy and literacy skills.	E
2. Demonstrate exemplary interpersonal communications skills; including presentation skills, verbal and written skills.	E
3. IT Literate including recent experience of spreadsheets / EXCEL and Word. Good understanding of social network sites and internet capability.	E
4. Proven experience of using statistical methods, an understanding of charts and tables and the ability to interpret and develop inferences from data.	E
5. Proven research skills – ability to problem solve and analyse large quantities of data.	E
6. Self motivated and able to use own initiative. Work effectively with minimum of supervision whilst remaining team focused. Ability to work alone or as a team.	E
7. Proven ability to work under pressure and prioritise workloads. Provide accurate work within set deadlines. Flexible approach to working hours.	E
8. 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
9. Knowledge of Crime Analysis tools, methodology and specialist software, IBM I2 Analyst notebooks / i Base. Formal training in Criminal Intelligence Analysis from a recognised accredited provider. Force System knowledge – LAN, Guardian, RMS / Niche, C+C, Custody, HOLMES 2 etc. Experience of analysing Communications data.	D

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Additional comments:* At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

Post holder will have to obtain security clearance to SC level.

Problem Solving: All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

The problems that have to be dealt with in carrying out this role include:

1. Ability to undertake data analysis in a timely manner to meet expectations.
2. Prioritising between the high levels of demand for analytical capacity from different stakeholders.
3. Accurately identify and agree the nature of the problem and the contribution that the analyst can make.

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

The role involves the following planning activities:

1. Some products can be planned for. However, where analytical tasking is required this may need speedy re-prioritisation to meet deadlines.

Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. Need to be able to work with minimum of supervision and use own initiative on a daily basis.
2. Work undertaken requires the analyst to act independently and take the initiative when necessary .i.e. attend appropriate meetings.

Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

1. Daily/weekly contact with AIT to agree analytical support.
2. Relationship with Lead Analyst to maintain direction and professional development.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:

1. Producing charts, reports and analytical products listed in NIM.
2. Regular contact with D.I. Intelligence, managers in the PCT, Community Safety Managers, Neighbourhood Sergeants, and partner agencies.