

Job Title: Intelligence Analyst (SEROUCU)	
Job Evaluation Number	C261

JOB DESCRIPTION

Job Title: Intelligence Analyst (SEROUCU)	Location: SEROUCU (see advert for details)
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: Lead Intelligence Analyst (SEROUCU)	Band level: 4I
Staff Responsibilities (direct line management of): Nil	

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 Serious Organised Crime. Where appropriate, re-evaluate current data and update products to take into account new intelligence. Present the results of analysis in the appropriate format and outline 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. 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. Assess threat, harm and risk in relation to Serious and Organised Crime within the South East.

3. Develop inferences around 'who, what, why, where, when and how' relating to subjects, organised crime groups or suspected criminal activity. Identify problem areas and use structured analysis to identify intelligence gaps, links, patterns and associations between data. Make recommendations to investigating officers of all ranks to direct and focus enquiries. 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 the Crown Prosecution Service, Prosecuting Counsel, and Judge in Chambers as appropriate and supply analytical products as required. Produce evidential statements and attend Court to give evidence as requested.

5. Agree terms of reference that will ensure products optimise service delivery and meet the needs of senior management or the investigation. Present the analysis to the officer in the case to assist in delivering agreed operational objectives. Ensure that the final analytical product is marketed appropriately. Influence the Officer In the Case to ensure recommendations are considered and actions are initiated in line with the operational objectives.

Job Title: Intelligence Analyst (SEROUCU)	
Job Evaluation Number	C261

6. Represent the organisation as required. Give presentations and attend department, force, regional and interagency meetings where appropriate.

7. Attend internal and external training courses and conferences where required. 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 to ensure best practice.

Additional comments:

- Applicable to Intelligence Analysts (Regional Intelligence Bureau): Analysts will provide insight and analysis into the priority Serious Organised Crime threats across the South East Region.
- Applicable to Intelligence Analysts (Sensitive Intelligence Unit): Analysts will primarily provide analytical support to the Sensitive Intelligence Unit, which also involves the management of sensitive tactics. Intelligence Analysts aligned to the Sensitive Intelligence Unit will be required to provide an on call function.
- Applicable to Intelligence Analysts (Regional Organised Crime Threat Assessment): Analysts will identify and assess emerging Serious Organised Crime threats to support the management of the threat, harm and risk posed by Serious Organised Crime across the region.
- Applicable to Intelligence Analysts (Investigations Syndicates): Analysts will carry out investigative analysis and produce evidential analytical products for the Crown Prosecution Service.
- All SEROCU Analysts may be required to travel across the region for meetings

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 undertake 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 Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) inspections.

Any Intelligence Analyst may be required to work short notice, at any location to support regional priorities. All SEROCU Analysts may be required to travel across the region for meetings.

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 (essential or desirable):	E/D
1. Role-related experience as an analyst and experience of producing analytical reports and products. Experience of analysis tools, methodology and specialist software.	E
2. Able to demonstrate excellent interpersonal communication skills. Experience of negotiating and persuading. Ability to deliver analytical findings using a variety of communication methods. Ability to attend and engage in briefings and meetings.	E

Job Title: Intelligence Analyst (SEROUCU)	
Job Evaluation Number	C261

3. Proven research skills with the ability to problem solve. Evidence of an enquiring mind and the ability to interpret and exploit data. Evidence of identifying patterns and trends within complex data sets. The ability to develop meaningful inferences and conclusions.	E
4. Advanced IT skills including experience of using Microsoft Excel functionality. Willingness and ability to learn and use new systems as technology develops.	E
5. Ability to work under pressure, prioritise workloads and produce accurate work within tight deadlines. Able to evidence personal responsibility and use of own initiative. Excellent time management skills and a good co-ordinator.	E
6. Work effectively with minimum supervision whilst remaining team focussed. Experience of successfully managing and leading people to achieve agreed analytical objectives.	E
7. Flexible approach to working hours in response to operational need. We strive to make best use of technology however Intelligence Analysts may be required to travel across the region to attend meetings. A full UK driving licence is desirable.	D
8. Awareness of role related legislation e.g. European Convention of Human Rights, Regulation of Investigatory Powers Act, Data Protection Act. Awareness of National Intelligence Model, force management policies and the Code of Ethics.	D
Additional Information: All SEROCU Analysts will be required to work towards the Intelligence Professionalisation Program for Intelligence Analyst Accreditation.	