

Job Title: Lead Intelligence Analyst (Generic)	
Job Evaluation Number	B349

## JOB DESCRIPTION

<b>Job Title:</b> Lead Intelligence Analyst (Generic) Senior Analyst in CTP SE	<b>Location:</b> Various Operations, Major Crime, Intelligence Hubs, CTP SE, SEROCU
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> DI, DCI or Principal Analyst	<b>Band level:</b> 4J
<b>Staff Responsibilities (direct line management of):</b> Intelligence Analysts	

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

**The overall purpose of the role is to:** Provide specialist supervision encompassing regular independent reviews of work and the development of skill profiles. Regularly engage with and provide specialist advice to Senior Officers. Promote analysis and prioritise workloads in accordance with force priorities. Provide analytical support undertaking detailed analysis of investigations and produce analytical products that support decision making.

b. **KEY ACCOUNTABILITY AREAS:** Define 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. Manage the analytical team, provide specialist advice and appraise in support of the PDR process. Identify training requirements, development opportunities and welfare needs. Participate in the recruitment process for specialist staff. Quality assure analytical work in line with best practice and ensure the best product is delivered. Monitor and manage analytical workload to ensure within capacity. Oversee the identification, analysis and presentation of priority issues by the analytical team.

2. Provide analytical support undertaking detailed analysis of investigations and producing analytical products that support decision making to best effect in line with organisational goals and objectives. Make recommendations to drive business activity and direct resource allocation.

3. Produce and deliver products that meet the expectation of the SIOs / investigating officer / LPA Commanders. Liaise and engage with them to negotiate and agree terms of reference that ensure products optimise service delivery. Promote analysis at every opportunity and raise their awareness in respect of new technology and specialist techniques available to them. Provide advice and guidance in respect of communications data.

4. Provide expert advice to police and partners at all levels in respect of intelligence and analytical processes and products. Represent the Organisation, as required, give presentations and attend department, force and interagency meetings. Meet with CPS and Prosecuting Counsel as appropriate to advise and guide on production of analysis. Produce evidential statements and attend Court to give evidence as requested. (exceptional circumstance).

5. Contribute to the identification, development and application of analytical techniques embracing the concept of best practice and encouraging innovation. Integrate and implement force, regional and national guidance within existing frameworks. Identify IT requirements and adopt new technology to ensure staff are best supported to produce their products.

**CTP SE:** Promote the creative use of structured analytical techniques (SATs) to meet customer needs.

6. Organise, plan and produce strategic problem profiles to inform business, planning and financial decision making. Provide a framework and process that actively engages those responsible for service delivery.

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**Additional comments.** The responsibilities identified in the Intelligence Analysts role will remain a part of the Lead Intelligence Analyst role.

**CTP SE:** Senior Analysts will support the Principal Analyst demonstrating leadership and direction to task and action groups through the ownership of specific portfolios, and ensuring knowledge is shared with peers. Develop and implement operational plans for your area of responsibility ensuring contribution to achieving the objectives set out in the strategic business plan.

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 key result area will be the effective management of the team(s) workload and the continual process of review in accordance with the professional review of analysis which is an area monitored by head of profession.

There must be a dedicated manager who has the specialist analytical knowledge to support, develop and review the analysts.

The role holder is required to manage their own work load as well as supervise the team (see comments above).

Any Lead Intelligence Analyst may be required to work short notice, at any location, in support of a major investigation or to deliver against force priorities.

**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

<b>The knowledge or skills required in the role are as follows:</b>	<b>E/D</b>
1. Substantial current role-related experience as an analyst in a police environment 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 partnership environment.	E
4. Experience of successfully managing and developing people with clear accountability for their performance. Evidence of problem solving.	E
5. Excellent 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, i Base 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

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7. Experience of managing and co-ordinating own and others' workloads, with minimum supervision, prioritising and meeting tight deadlines. Flexible approach to working hours. Able to evidence self motivation and use of own initiative.	E
8. Force system knowledge, LAN, Guardian, RMS / Niche, C+C, Custody, HOLMES 2 etc.	E
9. Ability to travel across the Force area at short notice. 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
<p><b>Additional comments:</b>* 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.</p> <p>** <b>CTP-SE Senior Analysts</b> are expected to travel nationally as part of their role</p> <p>Posts holders will be expected to participate in CLDP and be prepared to complete the Intelligence Professional Programme (IPP) commensurate with their role profile.</p>	

**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. There is a constant conflicting demand for analysis which requires persuasion, negotiation, diplomacy and tact in order to successfully prioritise and deliver quality analysis to a standard where business decisions can be accurately informed. Limited resource and recruitment difficulties increase this pressure.
2. The customer does not always understand what they actually need but they know they have a problem and require analysis to further their enquiries. The Lead Analyst is required to identify which product would best suit the needs of the customer to achieve a successful outcome and ultimately meet the customer's expectation. This is particularly prevalent as we move to assisting our partners in developing products, processes and systems to support standards they must achieve. Analytical time must be used to best effect.
3. The collation of disparate data sets can be a problem which requires quality assurance for data accuracy and data cleansing prior to analysis; data integrity is key.
4. Welfare, H&S and performance issues as standard with any supervisory/management role.

**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. There are some analytical products that can be planned such as the Strategic problem profiles cited above. Over and above this analytical work is directed through the tasking process and may need quick reprioritisation to meet the deadline imposed through operational need. This is unpredictable and may require a complete rescheduling of work.
2. Levels of demand regularly place a strain on resources which continually require re-prioritisation of work. Resilience is a problem as demand is impossible to forecast and may involve short notice working and unsociable hours.

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**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. The role is a specialist role providing advice and guidance requiring minimal line management supervision on a day to day basis.
2. The post holder is required to implement best practice and national guidance as directed by the head of profession.
3. The work undertaken requires the Lead Operations Analyst to act independently and take the initiative where necessary. When unsure as to what action should be taken guidance can be sought from the head of profession.

**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. The role entails persuading and influencing to drive business processes and activity. Leadership skills are essential to support and develop the analytical team (continually).
2. Outside of the organisation there is a requirement to liaise regularly with other agencies.

**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. Give presentations, briefings to senior managers and partners. Attendance at court to support crime investigations.
2. Answer queries, provide guidance and advice to analysts and senior management.
3. Produce Tactical and Strategic assessments, charts and reports and analytical products defined in the National Intelligence model.
4. Production of documents, charts and reports for use in Incident Room briefings.