

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

## JOB DESCRIPTION

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

<b>The key result areas in the role are as follows:</b>	<b>% time</b>
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.	30%
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.	20%
3. Develop inferences around 'who, what, why, where, when and how' relating to subjects and suspected criminal activity. Identify problem areas and 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.	20%
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.	10%

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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.	10%
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.	5%
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.	5%
<p><b>Additional comments:</b></p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- 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.</li> <li>- applicable to Intelligence Analysts (Operations) Analysts will be assigned to work in the Confidential Unit to manage sensitive tactics.</li> <li>- 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 / CT/DE /NCA and Police Network goals and objectives. Production and management of intelligence assessment projects in line with OC and CT/DE Police Network priorities within Prisons providing strategic direction for assets and be responsible for the networks prioritisation of key threats and risks.</li> </ul>	

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.

<b>Further Comments:</b>
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.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
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 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
<b><i>Additional Information:</i></b> * At interview candidates will be asked to confirm their willingness to: Undertake a Driving Training to enable the use of a police authorised vehicle. ** (SEROUCY Cyber Crime Unit only) The successful candidate must be willing and able to complete additional cyber crime related training *** Those analysts line managing others must have managerial experience, an understanding of HR policies and procedures and be willing to participate in CLDP **** SECTU analysts are expected to be deployed to any location across the UK	

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**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 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.
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. The analyst must be able to pull the data sets together and continually analyse new information received against what is already known.

**Planning:** Refer 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. 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.
3. Crown Prosecution / Judge in court requests require a fast time response. Often such demands are difficult to meet due to the timescales involved and often require negotiation. Certain data may no longer be available leaving the analyst only able to work with what they have got to prove / disprove a theory.

**Freedom to Act:** Please describe below what you believe to be 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 analytical support to operational teams and requires minimal line management on a day to day basis.
2. The post holder is required to implement best practice and national guidance as directed by the Lead Analyst / Head of Profession.
3. The work undertaken requires the 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 their line manager / head of profession.

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**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 operational activity. The analyst will work closely with the investigation teams and Officer in the case (Continually – daily / weekly).
2. Outside of the organisation there is a requirement to liaise regularly with other agencies (at particular stages of the investigation).
3. Is supported and line managed by the Lead Analyst.

**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 the investigating officer and their team on a regular basis.
2. Answer queries; provide guidance and advice to operational teams.
3. Feed into the Tactical and Strategic processes and produce charts, reports and analytical products defined in the National Intelligence model.
4. Production of documents, charts and reports for use in court. Attend Court as necessary.