

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Analyst (Generic JD)	Current Grade:	A006
Department:	A&P Performance	Area:	Force Headquarters
Reports To:	Senior Analyst/Department Manager	No of Posts:	2
Level of vetting:	BV	Post Number:	HQ3108 3109

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To conduct high quality tactical, strategic and operational analysis as part of the analytical/operational team to support and direct management/the Senior Investigating Officer (SIO).

To research, gather and interpret a wide range of internal and external information with a view to assisting Senior Managers/the SIO in a structured decision making processes.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

Non-direct.

Provide advice to management on the most effective and efficient use of resources through techniques such as results analysis and cost benefit analysis.

In cases of a major/serious incident provide advice to the SIO on financial constraints and implications in the obtaining and use of telecommunications data and technology downloads.

#### Staff Responsibilities – Direct or Non-Direct

Mentoring, advice and guidance to new analysts and researchers as required by the Senior Analyst/department manager.

Provide support and guidance to management/the SIO

#### Any Other Statistical Data

In some departments the analyst may be required to act as Specific Point of Contact (SPOC) for applications

**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

Undertake analysis of extensive data sets; including crime, intelligence, incidents, telecommunication, financial, witness/ suspect statements, interview material, intelligence, crime, partnership and open source information.

In line with the National Intelligence Model (NIM) and other national guidelines produce complex analytical products to establish links, sequences and patterns and interpret and develop inferences, hypothesis and conclusions based upon analysis.

Identify information gaps, inconsistencies in information, further lines of enquiry and recommend police activity based on analysed data to Managers and other staff. Task researchers, field intelligence officers and other staff within the department with filling identified intelligence and information gaps.

Form part of a management team and be regarded as a professional advisor for the use of analytical services and products. Assist in developing the overall intelligence/investigative strategy that underpins intelligence requirements through effective analysis.

Develop analysis in conjunction with practitioners, management, departments and external agencies. Improve information sources through liaison with external agencies. Identify system and process change requirements in respect of research and analysis.

Communicate analytical work to all staff, managers and external agency staff through effective reports and presentations and provide briefings and when required case conferences and court. Advice on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

Intelligence and operational staff working with the unit and across the force, such as FIO's, TSU officers, FIB, financial investigators, other internal departments including front line officers, NPT's, CID.

The post holder will be required to work directly with Senior Management on a regular basis including the Senior Management team on area and at FHQ.

The post holder will be required to give formal presentations and briefings to Senior Managers/SIO on the results of analysis.

**External**

Other police forces and agencies, specialists and partner agencies such as TOC's and the Court Service.

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

Educated to degree level in an associated field, which contains a substantial amount of research and/or analysis.

Trained and extensive experience in using Microsoft Office applications and the using different databases.

**Experience:**

Experienced in using analytical software including GIS Mapping software and i2 charting software. Able to effectively display the result of analysis using a range of IT software, including charts, maps and graphs. Experienced in data mining.

Trained and substantial work experience in giving presentations to a varied audience, both informally and formally. The post holder will be expected to give briefings and presentations explaining findings and to justify conclusions to various levels of personnel and may be required to give evidence in Court.

**Skills:**

Highly advanced research and analytical skills evidenced either through work experience or educational background.

Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have highly advanced skills in effectively producing a range of types of reports to a varied audience - this experienced to be gained through extensive work experience or through studying for a degree.

Ability to work as part of a team and on own initiative. Able to liaise with internal and external contacts to establish and develop a two-way exchange of intelligence/information and analysis.

High levels of personal integrity and discretion are required for this role and the post holders are subject to Management Vetting.

Proven problem solving and creative thinking skills. The applicant must be able to evidence the ability to think outside the box and come up with new and innovative solutions to problems.

Excellent prioritising skills to manage time and workload. The post holder must be able to evidence effective project management skills and the ability to manage an exceptionally demanding and heavy workload.

Self motivated and maintain a flexible approach towards working hours and practices to meet operational demands

**Knowledge:**

Knowledge of relevant procedures and legislation.

**Desired Criteria:**

**Qualifications and Training:**

Further academic qualifications in a related field. e.g. Masters/PHD in a related field.

Completed nationally accredited intelligence analysis training courses.

**Experience:**

Trained and extensive work experience in using a range of analytical software

**Skills:**

**Knowledge:**

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

A flexible approach to both working hours and different environments and locations is required. The post holder may be required to change hours at short notice and work occasional evenings and weekends. There may be a requirement to work at other locations within the force.

High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.

The post holder will be required to attend various courses, residential/non-residential, which the force identifies as being necessary.

The post holder will be expected to develop and enhance the role to adopt best practice for the Force.

Post holders must ensure that a high quality service is delivered.

Due to complex nature of some BTP investigations and volume of analytical work produced the post holder in some instances will be requested to attend case conferences with the Crown Prosecution Service (CPS) and Fraud Prosecution Service (FPS) to assist with charging decisions and advise and support counsel in preparing the prosecution case for court.

When working on these kinds of investigations the post holder may be required to act as professional witness, write statements and give evidence in court. Where not called as a witness themselves, to attend court to analyse witness and defendant testimonies, to identify inconsistencies and assist the prosecution in potential lines of questioning from cross examination.

**I. AUTHORISATION DETAILS**

Prepared By: Charlotte Crabtree

Date: 21/06/2010

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

**REWARD**