BRITISH TRANSPORT POLICE

HR8:1.3
Version 1.1

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:	Researcher
Department:	Divisional Intelligence Bureau
Reports To:	Research Supervisor
Level of vetting	MV

Current Grade:	
Area:	
No of Posts:	

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

Provide a timely, high quality and effective research service to support and direct management and BTP and in support of BTP's objectives and priorities.

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

Financial – Direct or Non-Direct

Non-direct.

Staff Responsibilities – Direct or Non-Direct

Provide support and guidance to management in terms of directing and prioritising resources

Any Other Statistical Data

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

Collect information from various internal and external sources for the purpose of research and analysis. Undertake in depth open source research. Identify and develop new sources of information. The post holder will be expected to follow relevant policy and procedure relating to the information.

Collate information into a suitable format for analysis. Undertake the manipulation of large data sets, both numerical and text. The post holder will be required to produce this in a format which is best suited for analysis and highlight key trends, patterns, information gaps and data constraints.

Evaluate information gathered to assess it's usefulness and prioritise information for action.

Research, interrogate and interpret trends and patterns and identify and raise subjects for further analysis using information gathered from a wide range of data sources to assist with operations, investigations, initiatives, projects and to support analytical products, reports and decision making.

Compile research products (i.e. subject profiles) from information gathered.

Build up and maintain a broad network of internal and external contacts for the purpose of data sharing, research, analysis and best practice.

Support other members of staff with research and where necessary identify areas requiring further information. When required give briefings of key elements of a situation or research to a specific audience, including advising managers through recommendations.

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

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 may be required to give presentations and briefings on the results of work.

FHQ staff/officers, FHQ department supervisors and managers, BTP Area Managers and staff.

External

Members of the analytical profession outside of BTP, Managers and staff within other organisations such as Train Operators and other police forces. Present to Barristers and the Crown Prosecution Service (CPS).

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

Essential Criteria:

Qualifications and Training:

Educated to at least Degree standard in an associated field or previous experience working as a researcher or in a similar role.

Five GCSE's (or equivalent). A-C grade in Maths and English are essential.

Experience:

Research and/or analytical skills evidenced either through work experience or educational background.

Trained and experienced in using Microsoft Office applications and different databases for the purposes of research and analysis. Experience of producing research and analysis dealing with different types of data for example data mining, use of databases, organising and sorting data. Use of different IT systems to gather and analyse data and present the results.

Good written and verbal communication skills including evidence of preparing reports to a good standard and the ability to communicate effectively with people at all levels.

Previous experience in conducting research using a range of data sources and effectively displaying the results both verbally and in writing.

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 information and analysis.

Skills:

Prioritisation skills to manage time and workload. The post holder must be able to evidence the ability to manage a demanding workload.

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

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.

The ability to speak confidently in front of an audience. The post holder will be expected to give briefings and presentations explaining findings and to justify conclusions to customers.

IT skills - ability to use Microsoft Office applications and different databases for the purposes of research and analysis. Skills in the use of different IT systems to gather and analyse data and present results.

Knowledge:

Knowledge of relevant legislation including:

- Regulation of Investigatory Powers Act 2000, Data Protection Act 1998, Human Rights Act 1998, Proceeds of Crime Act 2002, Police and Criminal Evidence Act 1984, Fraud Act 2006, Criminal Procedures and Investigations Act 1996, Powers of Criminal Court Act 2000, Criminal Justice Act 1967

Knowledge of relevant codes of practice and minimum standards governing teams.

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Desired Criteria:

Qualifications and Training:

Completed the nationally accredited analytical course (NIAT)

Completed relevant accredited additional analytical training courses; strategic, Crime Pattern Analysis (CPA), telecoms analysis, financial analysis, major incident, serious and serial offenders, advanced statistics.

Completed training courses in the following IT software; statistical programs, Business Objects, Mapping/GIS software and I2.

Experience:

Previous experience in using BTP IT systems including FIS, PNC, VODS, QUEST, Crime and NSPIS.

Previous experience working within a policing environment and knowledge of law enforcement techniques and practices.

Previous work experience as a researcher or other similar role, whether in the public or private sector.

Experience of producing research/analytical products and reports.

Skills:

Accomplished research and analytical skills

Excellent IT skills

Knowledge:

Thorough working knowledge and ability to interpret and explain relevant legislation including:

- Regulation of Investigatory Powers Act 2000, Data Protection Act 1998, Human Rights Act 1998, Proceeds of Crime Act 2002, Police and Criminal Evidence Act 1984, Fraud Act 2006, Criminal Procedures and Investigations Act 1996, Powers of Criminal Court Act 2000, Criminal Justice Act 1967

Thorough working knowledge and ability to interpret and explain relevant codes of practice and minimum standards governing teams.

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.

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I.   AUTHORISATION DETAILS

Reviewed By: Sean Rafter, James Goodson & Paul Watson   Date: 9/07/13

Area Commander
/FHQ HoD: Date:

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