

## 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:	Higher Analyst	Current Grade:	B001
Department:	C Division Command	Division:	C Division
Reports To:	Divisional Commander	No of Posts:	1
Level of vetting	MV		

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

To conduct high quality analytical work, manage, guide, mentor, coach other analytical staff and coordinate the provision of appropriate analytical support to deliver a high quality and timely analytical service.

Ensure that expected service levels and standards are both identified and met and that work is prioritised and tasked in a way that supports organisational objectives and priorities.

### 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.

Provide advice to management on financial constraints and implications in the obtaining and use of different data sets such as financial, telecoms and technology downloads.

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

#### Any Other Statistical Data

REWARD

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

In line with the National Intelligence Model (NIM) and other national guidelines produce complex analytical products, papers and reports for the Head of Performance and Analysis, SCT, Senior Officers, managers, other staff, external agencies and the BTPA. Establish links, sequences/patterns, interpret and develop inferences, hypothesis, key judgments, predictions, conclusions, information gaps and recommendations based upon analysis.

Form part of a management team and be regarded as a professional advisor for the use of analytical services and products within the force. Provide analysis to assist in developing organisational, operational, intelligence and investigative strategies and policies.

Task, co-ordinate and prioritise work, ensuring research and analytical capacity is used to best effect, following set service level agreements and that resources are effectively prioritised towards organisational objectives.

To take a lead role in producing the highest level analytical work, as appropriate, which carries a substantial degree of reputational risk or significance and requires the highest level of analytical expertise and advanced subject knowledge, for example; a parliamentary paper, the Strategic Assessment, analytical work to support a murder investigation.

Communicate analytical work to SCT, Senior Officers, staff, managers and Senior Managers in external agencies through effective reports and presentations and provide briefings including when required attending and presenting at court. Advice on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.

Develop analysis in conjunction with Analysis Manager, other Higher Analysts, the Head of Performance and Analysis, Senior Officers, management, practitioners and external agencies. Improve information sources through liaison with external agencies. Identify system and process change requirements in respect of research and analysis.

Review the type of information used in the analysis process and the analysis product/technique and recommend improvements using specialist knowledge.

Facilitate learning through demonstrating and coaching and provide learning opportunities for colleagues. To coach and mentor analysts and researchers in order that they become competent in the application of research and analysis within a policing environment under the direction of the Analysis Manager.

The Higher Analyst will be responsible for the first line management of Analysts and Researchers.

Provide first line management and leadership to staff; develop and maintain a high level of skills and regularly evaluate performance to identify both unsatisfactory and exceptional performance to the Analysis Manager.

Deputise for the Analysis Manager and or Office Manager as and when required.

**E. DECISION MAKING:**

**Make decisions**

Develop frameworks and guidance documents for standard products and techniques.

Prioritise tasking of resources to support departmental/policing plan/strategic objectives to achieve best possible outcomes

**Significant say in decisions**

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

**Internal**

Senior Officers, staff/officers, department managers, supervisors, BTP Divisional Managers and staff. Give presentations and briefings, to attend meetings and impart expert advice and knowledge, to make recommendations, to develop analytical products and present the results of analysis.

Attend and present at internal training courses and workshops.

**External**

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

**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 an amount of research and/or analysis or previous experience as an analyst (for the purposes of job evaluation a minimum of three years).

Completed the nationally accredited analytical course (NIAT).

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

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

Advanced knowledge or experience in the following IT software; Microsoft Office, statistical programs, Business Objects, Mapping/GIS software and I2.

**Experience:**

Experience of producing complex research and analytical products and reports, both alone and as part of a team (for the purpose of job evaluation a minimum of 3 year's experience), for example; operational, intelligence development, crime, strategic or tactical analysis.

Trained and experienced in using IT software; Microsoft Office, GIS/Mapping, Business Objects and i2. Able to effectively display the result of analysis using a range of IT software, including charts, maps and graphs. Experienced in data mining using excel/access or other databases.

Proven experience of motivating staff and colleagues to implement changes in working practices and culture. Coaching and mentoring experience.

Ability to demonstrate effective tasking, co-coordinating and prioritising work

Excellent experience in the development of analytical products, primarily; creating guidance documents for products, implementing new methodology, using new and unique data sets and innovative use of analytical software to present the results of analysis.

Experience in giving presentations to a varied audience using different methods. The post holder will be expected to give briefings and presentations explaining findings and to justify conclusions to various levels of personnel and in some instances will give evidence in Court.

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**Skills:**

Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have advanced skills in effectively producing reports to a varied audience and be effective in giving presentations using different methods.

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.

Prioritisation skills to manage time and workload of themselves and the team. The post holder must be able to evidence managing an exceptionally demanding and heavy workload.  
Advanced skills in using a range of IT technology; Microsoft Office, statistical programs, Mapping/GIS and I2 for a variety of purposes of research and analysis.

Mentoring and coaching skills to guide and develop others, with an emphasis on identifying training needs for staff.

Team working skills to work effectively within a team environment lead, guide and assist others.

**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.

Knowledge of mentoring and coaching techniques and methodology.

**Desired Criteria:**

**Qualifications and Training:**

Further academic qualifications in a related field

Coaching/mentoring qualification

Completed management training (i.e. Core Leadership Development Program).

**Experience:**

Previous experience as a Higher Analyst within law enforcement

Designed and delivered training courses to analytical staff

**Skills:**

Advanced skills using police analytical systems

**Knowledge:**

PESTELO; Political, Economic, Social, Technological, Environmental, Legal, Organisational

**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.

Assist with other duties commensurate to the grade of this post when necessary.

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NOT PROTECTIVELY MARKED

**HR8:1.3**

Version 1.1

**I. AUTHORISATION DETAILS**

Reviewed By:

Date:

Divisional  
Commander /FHQ

HoD:

Date:

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