

## 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:	<b>Senior Analyst</b>	Current Grade:	B001
Department:	Intelligence Command	Area:	Intelligence Command
Reports To:	Analysis Manager	No of Posts:	4
Level of vetting	MV		

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

The Senior Analyst manages an analytical team or manages a specific area of business within the analytical function to ensure delivery against the vision, objectives and organisational plans that meets national intelligence and analytical standards.

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

#### Financial – Direct or Non-Direct

- **Non-Direct** – Influence over the deployment of the Force's analytical resources. Will have the final say on how analysis is created, presented and the recommendations made to influential decision makers making resource allocation decisions. Ensures the efficient use of resources to deliver the right impact and create the most value.

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

- **Direct** – First line management responsibility for up to 8 intelligence analysts.

REWARD

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

- Lead on the production of analytical products involving the most significant complexity, risk and / or requiring analytical expertise exceeding the capabilities of the Intelligence Analyst.
- Make significant contributions to the design, construction and final content of the Force Strategic Assessment and the setting of the Control Strategy.
- Provide quality assurance against national standards in intelligence and analysis for analytical support across the organisation to drive innovation and best practice.
- Manage the analytical team, conducting regular appraisals in line with organisational requirements, and offering advice and support for the development of team members.
- Ensure analytical support is in place to influence decision making at a strategic, tactical and operational level, to mitigate threat, risk and harm, as required.
- Ensure analytical products meet national standards in intelligence and analysis, enabling the drive for continuous improvement.
- Ensure analytical products are informed and developed as a result of consultation and feedback with key stakeholders, customers and the wider organisation.
- Influence organisational decision making around the deployment of the analytical function to ensure effective analysis is undertaken and understood.
- Enable collaboration with colleagues in partner agencies to share data and analysis to facilitate cross-sector working practices.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.
- Deputise for the Analysis Manager as and when required.

**E. DECISION MAKING:**

**Make decisions**

Influence over the deployment of Force-wide analytical resources. Will have the final say on how analysis is carried out and presented and the recommendations made to influential decision makers making resource allocation decisions.

**Significant say in decisions**

Required to make significant contributions to the design, construction and final content of the Force Strategic Assessment and the setting of the Force priorities in the Control Strategy.

**REWARD**

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

**Internal**

- Manage and task the analytical team, conducting regular appraisals in line with organisational requirements, and offering advice and support for the development of team members.
- Maintain operational effectiveness by regularly seeking feedback from across the organisation regarding the effectiveness of analysis products.
- Develop knowledge of other roles within both analytical and intelligence and other policing units to further operational knowledge of each other's roles.
- Negotiate with and influence senior managers and investigative/operational leads based on data and analytical outcomes.
- Deliver training sessions in order to support the learning and development of others.

**External**

- Identify and network with partners in external organisations in order to encourage better cross-sector analytical working practices.
- Regularly negotiate with and influence senior managers and investigative/operational leads based on data and analytical outcomes.
- Be in regular contact with senior analyst counter-parts (and equivalents) in other forces, agencies and partners (including the NCA, ROCU's and industry partners) in order to exchange information, products and work collaboratively to design analytical solutions to complex problems.
- When required, as part of support to investigations and court proceedings, maintain regular contact with barristers and CPS, present findings and attend court to give evidence.

**Supervision**

- The post holder will directly manage a team of intelligence analysts.
- The post holder will report directly to an Analysis Manager.

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

**Essential Criteria**

**Qualifications and Training:**

- Educated to degree level in a relevant discipline or equivalent qualification or work experience.
- Nationally recognised qualification in intelligence analysis or other related accreditations or professional qualifications

**Experience:**

- Experience in supervising/ managing a team of staff
- Considerable experience of utilising different types of computer software packages, such as specific analytical software programs
- Proven use of analytical and intelligence/information gathering skills
- Proven experience in data exploitation and statistical analysis
- Proven use of and experience in collecting, reviewing and interpreting a wide range of datasets

**Skills:**

- Highly advanced research, intelligence gathering and analytical skills to interpret complex data
- Ability to maintain the highest levels of integrity, discretion and confidentiality
- Ability to quality assure intelligence products and negotiate with and influence senior managers based on data and analytical outcomes
- Able to set out logical arguments clearly, adapting language, form and message to meet the needs of different people / audiences
- Skilled in using specialised software related to own area of work to extract, analyse and report on data
- Able to manage the introduction of new analytical techniques or ways of working at team level
- Able to review and assess individual and team performance against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary
- Able to develop, motivate and inspire others to achieve their best
- Able to plan ahead, to allocate work appropriately within the team and to identify and mitigate risks to delivery
- Able to identify key stakeholders, understand potential roles and to take appropriate steps to understand their needs and concerns

**Knowledge:**

- Understanding of relevant legislation and policies appropriate to the role and their use (for example: Regulation of Investigatory Powers Act, General Data Protection Regulation, Management of Police Information)
- Stay up-to-date with changing legislation (including current guidelines on disclosure)
- A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities
- Good working knowledge of the National Intelligence Model (NIM)
- Understanding of the Intelligence Professionalisation Programme (IPP)

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

**Desirable Criteria**

**Qualifications and Training:**

- Management qualification or accreditation.
- Formal training in analytical techniques central to communications data analysis, strategic analysis, financial analysis, major incident analysis.
- Formal training in the use of analytical software such as Business Objects, GIS software and IBM I2 Analyst Notebook.

**Experience:**

- Previous experience working as a senior analyst or equivalent management role in law enforcement.

**Knowledge:**

- A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities.
- An up-to-date knowledge of new approaches to evidence-based policing and analysis.

**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.*

Dependent on the area of business in which the Senior Analyst is posted, the role may attract additional, more specialised, responsibilities.

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. Some analysts across the Force may be entitled to an on-call allowance depending on the local circumstances of the role they undertake.

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.

Once implemented, all BTP Senior Analysts will be expected to meet and continually comply with the standards set by the College of Policing's Intelligence Professionalisation Portfolio (IPP) and secure accreditation within a stipulated timeframe.

**I. AUTHORISATION DETAILS**

Reviewed by:

Date:

Area Commander

/FHQ HoD:

Date: