

## 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:	Intelligence Analyst	Current Grade:
Department:	Analysis and Performance Department	Area:
Reports To:	Senior Analyst	No of Posts:
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 and deliver a high quality and timely analytical service 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.

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

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*

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

Identify information gaps and make recommendations based on analysed data to SCT, Senior Officers, managers, other staff, senior managers within external agencies and the BTPA. Task researchers and other staff with filling identified information gaps.

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

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 to establish links, sequences and patterns and interpret and develop inferences, hypothesis, key judgements, predictions, conclusions, information gaps and recommendations based upon analysis.

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. Advise on significant analytical results and inferences; detailing options for consideration and the potential impact of such options.

Develop analysis in conjunction with Senior and Higher Analysts and 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.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

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**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 Area 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 to a varied audience.

Attend and present at internal training courses and workshops.

**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).

**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 a researcher or analyst (for the purposes of job evaluation a minimum of 12 months). Five GCSE's (or equivalent). A-C grade in Maths and English are essential.

**Experience:**

Experience of producing complex reports, both alone and as part of a team

Research and 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. Use of different IT systems to gather and analyse data and present the results.

Trained and experienced 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.

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

**Skills:**

Effective 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 give evidence in Court.

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. The post holder must be able to evidence managing a demanding workload

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.

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 the results.

**Knowledge:**

Knowledge and 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.

**Desired Criteria:**

**Qualifications and Training:**

Further academic qualifications in a related field

Completed the nationally accredited analytical course (NIAT)

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.

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

**Experience:**

Previous experience as a Researcher or Analyst

Experience of producing complex research and analytical products and reports, both alone and as part of a team, for example; operational, intelligence development, crime, strategic or tactical analysis.

Experience in the development of analytical products/services

**Skills:**

Accomplished research and analytical 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.
- 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.

**I. AUTHORISATION DETAILS**

Reviewed by: Sean Rafter, James Goodson & Paul Watson

Date: 09/07/13

Area Commander  
/FHQ HoD:

Date:

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