

**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>Principal Analyst</b>	Current Grade:	
Department:	Intelligence Command	Area:	Intelligence Command
Reports To:	Director of Intelligence	No of Posts:	1
Level of vetting	MV/SC		

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

The Principal Analyst holds a senior management position as lead for the intelligence analytical team, with responsibility for managing and developing intelligence analysis within the organisation, to inform decision-making and mitigate threat, risk and harm.

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

**Financial – Direct or Non-Direct**

**Direct**

- Staff costs: £2.5million - research & analyst roles within intelligence command.
- Ensures costs for intelligence research and analytical services from across the organisation are charged to the relevant budgets when requests outside of business as usual are serviced.
- Analytical products develop opportunities for significant funding for BTP; the post holder will be expected to manage project and products which support COG and SMT bids for funding to Force.

**Non-Direct:** Sets direction for the deployment of the Force's Intelligence research and analytical resources. Ensures the efficient use of resources to deliver the right impact and create the most value. In conjunction with relevant budget holders the post holder will authorise the departments running costs in relation to deployment of intelligence analytical staff.

**Staff Responsibilities – Direct or Non-Direct**

- **Direct** – First line management responsibility for Analysis Managers who are responsible for all four intelligence strands operational, covert, tactical and strategic.
- **Indirect** – Second line management responsibility for all intelligence research & analytical roles within intelligence command; including those embedded within specialist crime teams and public protection.

**REWARD**

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

- Direct, shape, develop and co-ordinate the provision of the organisation's Intelligence analytical function, in order to provide a clear and consistent set of products that inform decision-making at a strategic, tactical and operational level.
- Influence and contribute to national consultations to develop intelligence analytical standards and ensure they are embedded into an organisational strategy.
- Develop and co-ordinate strategies for intelligence analysis, designing and shaping analytical processes, contributing to the strategic direction of the organisation and ensuring that the analytical function is operating in line with objectives; creation of the organisation's Strategic Assessment and subsequent Control strategy and Intelligence Plan.
- Lead and inspire people to improve performance of staff, providing direction and advising on professional development, in order to ensure that a professional and efficient service is provided at all times.
- Develop and implement frameworks, policy, and systems, including for the exchange of sensitive data and analytical products, so that information is managed in accordance with all relevant legislation and policy.
- Work in partnership with other agencies, forces, and other relevant regional or national organisations to deliver effective collaboration arrangements that will improve the force's efficiency and capacity to protect the public.
- Be a professional advocate for intelligence analysis by providing advice, direction, and expertise across the force on all intelligence matters in order to contribute to force plans and the achievement of policing objectives; across all strands of intelligence: operational, covert, tactical and strategic.
- Set the overall strategy and direction for the deployment of intelligence research and analysis resources in line with overall analytical strategy for BTP. Negotiate with and influence senior external stakeholders and the Chief Officer Group to ensure there is consensus as to the operational priorities being worked to.
- Working closely with the Head of Analytics to develop and support the BTP's wider analytical vision to provide a high level service for customers and stakeholders

**E. DECISION MAKING:**

**Make decisions**

The post holder will be responsible for making decisions which will directly affect BTP's intelligence analytical capability, focus and output; level of support and the deployment of intelligence research and analytical resources force wide.

**Significant say in decisions**

Required to design and produce the Force Strategic Assessment and to propose a set of Force priorities in the Control Strategy to inform Chief Officer Group decision-making. Interprets and pre-empts the requirements of a wide-range of senior stakeholders, translating them into meaningful requests for work to be actioned by intelligence teams.

**REWARD**

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

**F.**

**Internal**

- Continual liaison and negotiation with senior stakeholders (including department heads, SCT and Divisional Commanders) to ensure there is consensus as to the operational priorities being worked to.
- Manage and task the Analysis Managers accordingly, conducting regular appraisals in line with organisational requirements, and offering advice and support for the development of team members and working practices.
- Maintain operational effectiveness by continually monitoring the quality of intelligence services across the organisation and seeking to identify and implement industry-wide best practice.
- Organise internal conferences in order to support the learning and development of intelligence function.

**External**

- Continual liaison and negotiation with senior stakeholders (including those from TfL, Network Rail, TOCs, other police forces and ROCUs) to effectively align the operational priorities being worked to.
- 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.
- Seek to identify and utilise opportunities to raise awareness / promote the work of BTP's intelligence teams at national conferences and equivalent.

**Supervision**

- The post holder will directly manage Analysis Managers, second line manages Senior Analysts and Researcher Managers and indirectly manages all intelligence analysts and researchers force wide.
- The post holder will report directly to the D/Supt Head of Intelligence (Director of Intelligence).

**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 relevant work experience.
- Nationally recognised qualification in intelligence analysis or other related accreditations or professional qualifications

**Experience:**

- Significant and extensive experience in intelligence analysis at a senior level within the Police Service or a comparable organisation, preferably in the public sector and/or railway industry
- High level analytical experience in intelligence analysis incorporating organised crime, specialist covert teams, local and strategic analysis and quality assurance of these products
- Experience in leading a multi layered intelligence analytical team and providing a high level service across the various strands of intelligence analysis (operational, covert, tactical and strategic)
- Proven ability to negotiate with stakeholders and customers across various levels (internal and external) to implement service improvement and change
- Significant experience of working collaboratively with other external organisations.
- Evidence of collaborative working across a range of customers with differing requirements
- Experience of implementing and embedding new technologies, innovation or best practice within an organisation ensuring staff and customers are lead through the change effectively
- Experience in identifying the need for change, gaining authorization for change and managing through various internal processes and governance structures.

**Skills:**

- Ability to maintain the highest levels of integrity, discretion and confidentiality.
- Able to use a range of communication and influencing techniques and methods to successfully negotiate, collaborate and/or effect change and engage with a diverse range of stakeholders.
- Able to allocate resources appropriately for the analytical function and utilise commercial acumen to make risk-based decisions that deliver effective outcomes within the available budget.
- Able to deliver change that reshapes the analytical function, to deliver appropriate responses to emerging trends and issues.
- Able to lead, develop and motivate a diverse team; creating strong engagement with the function's performance objectives and with Force values and behaviours.
- Able to plan to medium cycles and contribute to long term planning, to identify and act on dependencies with other parts of the Force and to identify and mitigate known risks to delivery.
- Skilled in setting analytical function, team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.
- Able to apply or devise specialised concepts and methods of analysis (or commission them from others), to clarify and / or solve complex problems.

**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
- Stay up-to-date with changing legislation (including current guidelines on disclosure).
- Excellent working knowledge of the National Intelligence Model (NIM).
- Understanding of the Intelligence Professionalisation Programme (IPP)

**REWARD**

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

**Desirable Criteria**

**Qualifications and Training:**

- National Analyst Training and/or Strategic Analyst Training
- Training courses and accreditations within the four strands of intelligence operational, covert, tactical and strategic
- Problem solving
- Management qualification or accreditation.

**Experience:**

- Previous experience of delivering strategic assessment (or equivalent) to set organisational priorities.
- Previous experience working with/managing covert analytical resources
- Previous experience working/managing operational analytical resources
- Previous experience within a tactical intelligence environment

**Knowledge:**

- An up-to-date knowledge of new approaches to evidence-based policing and analysis.

**REWARD**

**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. The job involves extensive travel throughout England, Scotland and Wales to advise, train and develop management and staff.

High levels of personal integrity and discretion are required for this role and the post holder is subject to Management Vetting and Security Clearance

IPP Accreditation and Registration

Assessed competence against the relevant professional standards for this function is required to achieve IPP accreditation and registration. Maintenance of this accreditation requires the demonstration of continued competence against professional standards, as well as evidence of CPD, in line with the College's Model.

- Develop innovative tactics for acquiring, developing and evidencing intelligence, which includes liaising with partner agencies and other police forces in order to develop joint strategies and maximising resources across law enforcement agencies.
- Develop intelligence strategies for dealing with different types of pro-active investigation.
- Develop strategies with the aim of maximising organisational performance.
- Work closely with colleagues in Investigation, in order to develop strong practices in relation to turning intelligence into evidence.
- Stay up-to-date and/or actively contribute to general intelligence advancements e.g. APP updates, POLKA IPP Community, wider Intelligence Community.
- Stay up-to-date with new approaches to evidence-based policing and apply this to your work.
- Stay up-to-date with changing legislation (including current information on disclosure) and current national policing priorities.
- Evaluate the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to intelligence.
- Develop knowledge of more public-facing roles within Policing, or partner agencies, to further operational awareness e.g. shadow a Police Superintendent.
- Understand and develop knowledge of other roles within the intelligence units e.g. work alongside other colleagues to further operational knowledge of each other's roles.
- Maintain operational effectiveness e.g. attend other units within the law enforcement area they work in to seek feedback of the effectiveness of the intelligence unit.
- Chair strategic meetings, conferences and working groups and facilitate discussions (adhering to current disclosure guidelines).
- Coach and/or mentor less experienced colleagues and deliver training sessions to support learning and development.
- Keep up to date with guidance on conducting the Performance Development Review (PDR) process.
- Ensure knowledge of your line-manager responsibilities in relation to Assessment and Recognition of Competence (ARC) procedures.
- Maintain knowledge and skills relating to work-based assessments.

**I. AUTHORISATION DETAILS**

Reviewed by:

Date:

Area Commander

/FHQ HoD:

Date:

**REWARD**