

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:	Intelligence Command	Area:	Intelligence Command
Reports To:	Senior Analyst	No of Posts:	25+
Level of vetting	MV		

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

The Intelligence Analyst provides expertise through the development and use of analytical products to assist decision-making at a strategic, tactical and operational level.

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

Financial – Direct or Non-Direct

Non-Direct - Influences decision-makers as to the most efficient use of resources.

Staff Responsibilities – Direct or Non-Direct

Non-Direct - Coaches and/or mentors less experienced colleagues e.g. Intelligence Researchers and those in non-intelligence roles

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

- Conduct analysis at a strategic, tactical and/or operational level, identifying and using appropriate analytical tools and techniques to interpret gaps, patterns and trends, assess threat, risk and harm and make recommendations in support of decision making, prioritisation and resource allocation.
- Establish and interpret requirements to ensure the needs of key stakeholders are met.
- Collect and evaluate data and information to support the creation of a collection plan and the delivery of analytical products.
- Produce written and/or verbal briefings and presentations to stakeholders to provide a clear and concise evidence based understanding of the subject matter, including providing advice and guidance on products.
- Prepare, deliver and present analytical products for use in court proceedings, as required.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Develop and maintain relationships internally and externally to share data, information and analysis, where appropriate.
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.

E. DECISION MAKING:

Make decisions

Some independent decision-making relating to high-risk crime and investigation areas. Decides on the most appropriate analytical approaches to adopt, selects the best available evidence from a wide range of sources in making decisions about what to present to target audiences.

Significant say in decisions

Influences decision-makers responsible for the allocation of operational resources, informs the direction of investigations, contributes to the establishment of Force Priorities and challenges others to ensure that decisions are made in alignment with BTP's mission, values and code of ethics.

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

Internal

- Develop and maintain relationships internally to share data, information and analysis, where appropriate.
- Daily contact with officers and staff of all grades to share information, develop terms-of-reference and present key findings from analytical work.
- Regular contact with and tasking of Intelligence Development Officers in order to fill intelligence gaps in priority Threat, Risk & Harm areas.
- Regularly deliver presentations and briefings, attend and contribute to meetings.
- Attend and present at internal training courses and workshops.

External

- Develop and maintain relationships externally to share data, information and analysis, where appropriate.
- Be in regular contact with counter-parts in other forces, agencies and partners (including the NCA, ROCU's and industry partners) in order to exchange information, products and work collaboratively on analytical products, as appropriate.
- 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 report directly to the Senior Analyst.
- Day-to-day tasking may be carried out by staff within the department in which analysts are embedded – for example in the Public Protection Command.

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.

Experience:

- 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:

- Ability to identify and scope a problem to effectively deliver analytical products.
- Strong communication skills with the ability to present information and provide recommendations to various stakeholders to ensure understanding and support decision making.
- Ability to develop and test inferences and hypotheses and to draw evidence based conclusions and make recommendations, in support of decision making.
- Ability to research, analyse, and assimilate large volumes of complex data and prepare and produce concise analytical reports.
- Skilled in the use of use IT packages, systems and/or databases involved in analysing, interpreting, storing, and presenting data.
- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to appropriately prioritise and plan own work.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
- Ability to develop own knowledge and awareness of the discipline of intelligence.

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)
- 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:

- Nationally recognised qualification in intelligence analysis or other related accreditations or professional qualifications.
- 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 an analyst in law enforcement.

Skills:

- Practical working knowledge of analytical techniques central to communications data analysis, strategic analysis, financial analysis, major incident analysis.
- Practical working knowledge of analytical software such as Business Objects, GIS software and IBM I2 Analyst Notebook..

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.*

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 intelligence analysts will be expected to meet 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:

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