

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:	Researcher (Generic JD)	Current Grade:	A005
Department:	A&P Pool / Olympics	Area:	Force Headquarters
Reports To:	Senior Analyst	No of Posts:	4
Level of vetting:	BV	Post Number:	HQ3102 3103

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

Carry out high quality and timely research from various internal and external sources in connection with the operational requirements of the department/force

Provide an effective research support to analytical staff involved in intelligence, crime and operational work.

Compile reports and briefings to support intelligence development and operational work and when required presenting such material to other staff and management.

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

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Indirect - Mentoring, advice and guidance to new researchers as required by the senior analyst/department manager.

Any Other Statistical Data

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

Collect information from various internal and external sources for the purpose of research and analysis. Undertake in depth open source research from both overt and covert perspectives. Identify and develop new sources of information for the purposes of analysis. The post holder will be expected to follow relevant policy and procedure relating to covert open source research.

Collate information into a suitable format for analysis. Undertake the manipulation of large data sets, both numerical and text. The post holder will be required to produce this in a format which is best suited for analysis and highlight anomalies and irregularities within the data.

Evaluate information gathered to assess its usefulness and prioritise information for action.

Research, interrogate and interpret trends and patterns and identify and raise subjects for further analysis using information gathered from a wide range of data sources to assist with operations, investigations and initiatives.

Compile research products (i.e. subject profiles) from intelligence gathered to aid investigations, intelligence development and operational work.

Build up and maintain a broad network of internal and external contacts for the purpose of data sharing, research, analysis and best practice.

Support other members of staff with research and where necessary identify areas requiring further information, intelligence and investigation developing the picture of crime and criminality. When required give briefings of key elements of a situation or research to a specific audience, including advising manager and the SIO through recommendations.

E. DECISION MAKING:

Make decisions

Significant say in decisions

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

Internal

Intelligence practitioners, such as AIB staff, FIO's, TSU officers, FIB, PND bureau, other internal departments including front line officers, NPT's, CID

External

Other police forces and agencies, specialists and partner agencies such as TOC's

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

Essential Criteria:

Qualifications and Training:

Educated to at least Degree standard in an associated field, such as social science, research.

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

Experience:

Previous experience in conducting in-depth research using a range of data sources and effectively displaying the presenting the results of work both verbally and in writing - whether academically or work experience.

High level of personal integrity and discretion are required for this role and the post holders are subject to management vetting

Skills:

A high level of IT skills including a good working knowledge of Word and Excel and previous experience of using databases and undertaking data mining.

Excellent written and verbal communication skills including evidence of preparing formal reports to a high standard and the ability to communicate effectively with people at all levels, including giving formal briefings to an audience.

Excellent problem solving and creative thinking skills in order to produce imaginative responses to complex problems and a proven ability to manage your time and prioritise workloads to meet deadlines.

Able to effectively manage a demanding workload including working on multiple tasks/investigations.

Effective teamworking and interpersonal skills.

Ability to plan and organise work to meet deadlines.

Knowledge:

Knowledge of relevant procedures and legislation

Desired Criteria:

Qualifications and Training:

Previous training and experience in using analytical software including GIS and charting.

Experience:

Extensive previous experience working within a policing environment and knowledge of law enforcement techniques and practices

Significant previous work experience as a researcher or other similar role, whether in the public or private sector.

Previous working experience in using BTP IT systems including FIS, PNC, VODS, QUEST, Crime and NSPIS.

Skills:

Advanced IT and report writing skills.

Knowledge:

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.

When required the post holder will be expected to respond to live time intelligence gathering requirements and assist investigations of a covert/overt nature at locations deemed appropriate to the enquiry.

High levels of personal integrity and discretion are required for this role and the posts are subject to Management Vetting

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.

Undertake the manipulation of large data sets, both numerical and text. The post holder will be required to produce this in a format which is best suited for analysis and highlight anomalies and irregularities within the data.

When required the post holder may be expected to interrogate and analyse data obtained from a variety of technical exhibits including telephones, computers and satellite navigation systems.

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I. AUTHORISATION DETAILS

Prepared By: Charlotte Crabtree

Date: 21/06/2010

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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