

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:	Senior Analyst	Current Grade:	B001
Department:	Intelligence Command	Area:	Intelligence Command
Reports To:	Analysis Manager	No of Posts:	7
Level of vetting	MV (some role dependent variations)		

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

Senior Analysts are responsible for the effective day-to-day management and development of analytical teams within BTP's Intelligence & Covert Policing Command. They ensure that the work of these teams adheres to legal and policy frameworks and that organisational objectives and priorities are effectively supported. Senior Analysts ensure that analytical products consistently meet national intelligence, analytical and evidential standards, are delivered in the most effective manner and embrace innovation to ensure continuous improvement.

Senior Analysts play a key role in ensuring the value of these analytical teams is maximised on a daily basis - in driving decision-making at operational, tactical and strategic levels, often across a range of fast-paced crime environments. In playing a leading role in the co-ordination of analytical support to all organisational priorities, Senior Analysts commonly work on the most complex and high-risk/profile investigations, operations and crime and vulnerability issues encountered by the force and in support of senior officers as part of live-time intelligence cells. Senior analysts will be required to manage across multiple portfolios with frequent direct engagement with officers up to the rank of Superintendent (and stakeholder equivalents) – on matters including tasking & co-ordination, problem solving, operational analysis and analysis to understand complex vulnerabilities.

All Senior Analysts will be expected to work towards (and then maintain) the skills defined by national standards and the ability to operate effectively in all Senior Analyst roles across the command when called upon. Senior Analysts will deputise for Analysis Managers, as required.

REWARD

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

Staff Responsibilities – Direct or Non-Direct

- **Direct** – First line management responsibility and day-to-day tasking and support for up to 6 intelligence analysts.
- **Indirect** – Day-to-day tasking, support and mentoring of researchers and other staff within the intelligence teams.

Financial – Direct or Non-Direct

- Strong 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.
- Will lead recruitment campaigns for intelligence analysts and other staff within intelligence teams.

REWARD

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

- Manage an analytical team. Task, co-ordinate and prioritise work, ensuring research and analytical capacity is used to best effect, following set service level agreements and that resources are effectively prioritised towards organisational priorities and objectives.
- Lead on the implementation of improvements to intelligence analysis and research, on behalf of and in consultation with the Analysis Manager and Principal Analyst. Ensure awareness of innovation within intelligence and identify opportunities to implement the latest techniques and tactics, best practice, and new processes relevant to the role.
- 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.
- Lead on the production of specialised analytical products of an evidential standard and presenting these to the Crown Prosecution Service and at trial if required. This carries a substantial degree of reputational risk and significance and requires the highest level of analytical expertise, experience and advanced subject knowledge.
- Take the lead in co-ordinating the provision of analytical services to high profile live-time investigations and operations, conducting and directing analysis in often fast-time and pressured environments, communicating findings directly to senior officers and wider investigative and operational teams in an accurate and succinct manner. Sometimes requiring out-of-hours working from different locations.
- Manage across multiple portfolios with frequent direct engagement with officers up to the rank of Superintendent (and stakeholder equivalents) – on matters including tasking & co-ordination, problem solving, operational analysis and analysis to understand complex problems.
- Work effectively with specialist teams handling the most-sensitive and highest risk intelligence dealt with by the force, adhering to all relevant legislation. Act in a timely and decisive fashion to support critical decision making which ensures maximum effectiveness for action whilst maintaining the safeguards on intelligence handling.
- Conduct expert analysis at strategic, tactical and operational levels, ensure the analytical team identify and use appropriate analytical tools and techniques and adhere to national standards to interpret patterns and trends and gaps.
- Conduct regular appraisals in line with organisational requirements and play a leading role in identifying opportunities and supporting the development of team members.
- Ensure quality assurance against national standards in intelligence focusing on priority threats set out in BTP's control strategy. Regularly collaborate with, present to and support officers of all ranks from teams across the organisation.
- Lead on research, analysis and assimilation of large volumes of complex data and make recommendations based on analysed data to Senior Investigation Officers, managers, and external agencies through effective products and presentations, and provide expert advice on the use of digital media and other opportunities that may exist to assist complex investigations.
- Lead, advise and support analysts to ensure effective intelligence development methodology is utilised in line with department and organisational priorities.
- Mentor and develop staff more widely across the organisation through demonstrating, coaching and providing learning opportunities for colleagues in highly specialised intelligence analysis techniques and methods.
- Ensure expert advice is effectively shared with operational and investigative teams and analytical counter-parts across the organisation in relation to investigative analysis and the use of proactive intelligence development techniques at tactical and operational levels.
- Act as Force subject matter experts in specialist intelligence analytical software and techniques including I2 Analyst Notebook, Excel, Mapping, Business Objects, Chorus to ensure staff across the force use them to their full capabilities.
- Enable collaboration with internal and external partners and stakeholders to share data, information and analysis lawfully and effectively and develop innovative new analytical approaches to more effectively identify and understand risk. Chair meetings as required.
- Represent the Force in meetings with senior level internal & external stakeholders, with the CPS and presenting evidence at court.

REWARD

- Make significant contributions to the design, construction and final content of some of the force's most influential products – including the Strategic Assessment and Control Strategy – to inform ACC-level decision making.
- Ensure all analysts exercise a high level of personal responsibility and accountability for all analytical work produced, including when representing the department to other internal and external partners.
- Make significant contributions to filling BTP's priority intelligence gaps by identifying and sharing key learning from investigations and operational deployments. Identify key opportunities for tactical deployment recommendations for frontline officers based on threat, risk and harm assessments.
- Possess advanced operational analytical skills and qualifications including Digital Media Investigator and proficiency in advanced telecommunications analysis.
- Exercise use of the National Intelligence Model (NIM) and maintain knowledge of relevant legislation (for example, Investigatory Powers Act, Data Protection Act, Management of Police Information). Ensure teams and working practices adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.
- Apply knowledge to adhere to relevant legislation to appropriately manage and use sensitive intelligence and covert techniques in support of intelligence development to achieve operational goals.
- Add depth to performance type products produced by other analytical teams within BTP - through specialist knowledge of crime areas and detailed knowledge of the intelligence perspective – so that they are appropriately tailored to inform operational decision makers. Present at Force level meetings such as Force Tasking, chaired by ACC.
- Deputise for the Analysis Manager as and when required.

E. DECISION MAKING:**Make decisions**

- Substantial autonomy in decision-making in how the command's analytical resources are deployed force-wide.
- Substantial autonomy in decision-making relating to the most high-risk crime and investigation areas nationally.
- Will commonly have the final say on the most appropriate analytical approaches to adopt, how to present to target audiences and the recommendations made how analysis is carried out and presented and the recommendations made to influential decision-makers at all ranks.

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.
- Crime / intelligence analysis services and products provided across the force

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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.
- Design and deliver training sessions in order to support the learning and development of others.
- Ensure expert advice is effectively shared with operational and investigative teams and analytical counter-parts across the organisation in relation to investigative analysis and the use of proactive intelligence development techniques at tactical and operational levels.

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.
- The post holder will provide mentoring and support to staff of all levels across the force relating to crime and intelligence data and analytical techniques.

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 or equivalent qualification or work experience.

Experience:

- Ability to demonstrate effective leadership and people management skills, with an emphasis on developing, motivating and assessing the performance of staff.
- Experience in negotiating and influencing senior managers and stakeholders in terms of both the prioritisation of work and ensuring BTP make the best use of products to influence change.
- 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, data exploitation and statistical analysis to influence decision-makers.
- Significant experience in the development of products and data sets, primarily: quality assurance, creating guidance documents and frameworks for products, implementing new methodology, using new and unique data sets and innovative use of analytical software to present the results
- Proven use of and experience in collecting, reviewing and effectively interpreting a wide range of datasets within a complex organisational environment.
- Practical experience of analytical techniques central to comms data, strategic & financial analysis
- Experience of presenting detailed and complex information to a variety of senior stakeholders

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
- Mentoring & coaching skills to guide & develop others, with an emphasis on identifying training needs for staff
- 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)

REWARD

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, IBM I2 Analyst Notebook and Chorus.

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.
- Knowledge of emerging digital media and technological advances that may impact policing.
- Advanced statistical techniques and methodologies
- BTP Systems

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 Senior 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: Will Brookes, Principal Analyst

Date: 31/05/2020

Area Commander

/FHQ HoD: T/Superintendent Sam Blackburn

Date: 01/06/2020