

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:	<i>Under Review</i>
Department :	Intelligence & Covert Policing Command		
Reports To:	Senior Analyst	No of Posts:	25+
Level of vetting	MV (some role dependent variations)		

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

All intelligence analysts within BTP's Intelligence & Covert Policing Command provide expert analytical services to drive decision-making at operational, tactical and strategic levels. Specific responsibilities may vary by post but will include:

- The provision of expert analytical services to support the force's highest risk, highest priority and most complex crime investigations. Drawing on specialist skills, these services are delivered through high-quality, evidential standard products and (frequently 'live-time') advice direct to investigating and senior investigating officers.
- Collaborative working with officers of all ranks within BTP and external partners to deliver specialist intelligence products that inform a comprehensive understanding of priority threats. These products direct and inform the appropriate deployment of a wide-range of operational and tactical resources.
- Making significant analytical contributions to influential force-level products including the Strategic Assessment, the Control Strategy and the Strategic Intelligence Requirement to inform decision-making up to ACC level.

All intelligence analysts will be expected to develop and maintain skills defined by national standards and retain the ability to operate effectively in all analytical roles across the command when called upon.

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

Financial – Direct or Non-Direct

Non-Direct – Influences key 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. Oversees, directs and advises on analytical approaches utilised by officers and staff members across other departments.

REWARD

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

- Conduct expert analysis at strategic, tactical and operational levels, identifying and using appropriate analytical tools and techniques and adhering to national standards to interpret patterns and trends and gaps.
- Provide a national-level service focused on priority threats set out in BTP's control strategy. Regularly collaborate with, presenting to and support officers of all ranks from teams across the organisation.
- Research, analyse and assimilate large volumes of complex data obtained from a variety of sources including telecommunications data, ANPR, forensic phone downloads, crime data and intelligence systems.
- Identify intelligence gaps 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.
- Take a lead role in producing 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 and advanced subject knowledge.
- Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Support and 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.
- Provide expert advice to operational and investigative teams across the organisation in relation to investigative analysis and in support of the use of proactive intelligence development opportunities at tactical and operational levels.
- Play a pivotal role in high profile live-time investigations, conducting analysis in a fast-time and pressured environment, communicating findings directly to Senior Investigating Officers and the wider investigation team in an accurate and succinct manner. This may require out-of-hours working from different locations.
- Develop and maintain expertise in I2 Analyst Notebook, Excel, Mapping software, Business Objects, Chorus, and other specialised software to analyse and present large volumes of data.
- Liaise with internal and external partners and stakeholders to share data, information and analysis and develop innovative new analytical approaches to more effectively identify and understand risk.
- Deliver sound, comprehensive, high-level analysis to inform some of the force's most influential products – including the Strategic Assessment – to inform ACC-level decision making in setting force priorities.
- 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). 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.
- 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.
- 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.

REWARD

E. DECISION MAKING:

Make decisions

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 and how to present to target audiences.

Significant say in decisions

Significant influence over decision-makers responsible for the allocation of operational resources, informs the direction of investigations, contributes to the development 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

- Senior officers, heads of department, police officers and staff.
- Daily contact with officers and staff of all grades, including SIO's, to share information, develop terms-of-reference and present key findings from analytical work.
- Regularly deliver presentations and briefings, attend and contribute to meetings.
- Attend and present at internal training courses and workshops.

External

- Build effective relationships across a range of other agencies including Home Office Forces, the NCA, Interpol, ROCU's, industry partners local authorities, Home Office Immigration & Enforcement in order to exchange information, products and work collaboratively to maximise the value of analytical products.
- Develop and maintain relationships with stakeholders during joint investigations, including train operating companies and Network Rail.
- Regularly present at stakeholder meetings at which a range of partners of varying levels of seniority are frequently present.
- 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.
- Play an important role in mentoring less experienced staff and intelligence staff at lower grades.

REWARD

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.
- Will be expected to hold or be able to achieve a further qualification in analysis (eg. NIAT and/or IPP)

Experience:

- Proven use of analytical and intelligence/information gathering skills
- Proven use of and experience in collecting, reviewing and effectively interpreting a wide range of datasets – either from work experience or educational background.
- Experience with the use of different IT systems to gather and analyse data and present the results.

Skills:

- Ability to identify and scope a problem to effectively deliver analytical products.
- Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to a varied audience.
- Strong communication skills with the ability to present information and provide recommendations to a variety of audiences including 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 IT packages, systems and/or databases involved in analysing, interpreting, storing, and presenting data.
- Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint and other Microsoft Office applications.
- 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.
- Self-motivated with the ability to work under pressure while producing high quality work
- Prioritisation skills to manage time and workload effectively – post holder must be able to evidence managing a demanding workload.
- 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: 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, IBM I2 Analyst Notebook and Chorus.

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, IBM I2 Analyst Notebook and Chorus.
- Familiarity with programming software and / or statistical packages such as SPSS.

Knowledge:

- A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities.
- Knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally.
- Knowledge of emerging digital media and technological advances that may impact policing.

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 and 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

Prepared By: William Brookes

Date: 15/02/2020

Area Commander

/FHQ HoD:

Date: