

## JOB DESCRIPTION

<b>Job Title:</b> Intelligence Analyst - CTPBS	<b>Location:</b> CTP
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Senior Intelligence Analyst - CTPBS	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> N/A	

a. **OVERALL PURPOSE OF THE ROLE:** Define the role, put simply, why it exists.

**The overall purpose of the role is to:** provide high quality tactical and strategic analysis, inform, advise and assist decision makers / Senior Police Officers to solve problems, assess and mitigate threat, risk and harm. Promote an intelligence-led culture with recommendations to drive day-to-day business, and the Counter Terrorism Policing Borders South (CTPBS) Control Strategy.

b. **KEY ACCOUNTABILITY AREAS:** Defines the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Analyse a wide range of data (information, intelligence, evidence) from a variety of sources for both tactical and strategic products to assist sensitive and complex operations, and investigations, reducing large datasets into a manageable and understandable form. Re-evaluate current data, maintain and update products to take into account new intelligence, and formulate new hypotheses / assessments. Present analysis results in the appropriate format, outlining recommendations to accompany analytical techniques. Identify discrepancies and highlight information gaps in order that resources can be focused to drive business activity. Expose information or evidence gaps which, if not revealed may jeopardise the success of an investigation. Produce analysis in evidence and packages to brief interview teams.

2. Assess the value of data to determine incorporation into analysis, and how best to access and retrieve that data; formulate requests with justification for approval by line manager. Through the use of structured analytical techniques (SATs), and the use of analytical vocabulary, provide assessments of activities of individuals / groups to establish the dimensions of the threat posed. Ascertain the significance of the problem or subject and provide an understanding of the strengths, weaknesses, scale and seriousness of the threat posed. Evaluate the significance of patterns and trends and assess threat, harm and risk.

3. Use analysis to establish potential links and associations between nominal, entities and offences, and to develop inferences around the key investigative questions 'who, what, where, when, why, and how'. To move beyond the known facts, and make inferences, using analytical and probabilistic language in order to give a confidence level of your assessment. Identify problem areas and use structured analysis to identify intelligence gaps, links, patterns and associations between data including people and offences, people within criminal groups, similar offences, offending trends and geography. Assist in prioritising subjects, focusing intelligence gathering and guiding investigative, enforcement and prevention activities. Make recommendations for investigations and operations to focus enquiries, and influence management decisions.

4. Maintain close liaison with other analysts and intelligence partners in Forces, Regions, and National Units to share/learn from best practice to maximise intelligence collection, exploitation and investigative opportunities.

5. Assist and advise managers, and decision makers in development of effective policing tactics and strategies by preparing and presenting high quality key analytical products in suitable formats and proposing possible solutions to current and predicted criminal activity. Prepare analytical products to evidential standard for submission in court; meet with the CPS / Prosecuting Counsel / Judge in chambers (as appropriate) to deliver products. Attend court to present and explain analysis as required.

6. Discuss parameters of analysis with customer, establishing a Terms of Reference that is proportionate and achievable to the meet the needs of the request in a timely manner. To update the customer on progress, and negotiate new parameters as and when needed. Design and manage intelligence collection plans. Negotiate with and influence managers, and decision makers, in order to ensure that the product will be compliant with any restrictions, and will optimise service delivery through considered resourcing requirements and impact. Present the analysis to the most appropriate audience in order to ensure that recommendations are recognised, and action plans initiated.

7. Provide expertise to undertake collection, analysis, interpretation and presentation of robust and complex performance information to apply subject matter expertise to thematic areas detailed on the CTP Control Strategies and aid the prioritisation of national resources.

8. Participate in meetings at Force, Regional, and National level, representing CTPBS, and providing briefings / presentations as and when required. Work collaboratively with partners (on occasion away from Police premises), and within teams to maximise efficiency and impact.

9. Provide support to operations through the provision of intelligence analysis in an intelligence cell, Fusion cell, or CT Police Operations Room environment (completing and maintaining training and ICT access where required). Support the needs of the wider policing world through directed tasks, and appropriate information sharing agreements. To provide support, through undertaking any other duties within your capability, to spontaneous / critical / major incidents or events as directed.

10. Attend internal and external training courses and conferences. Undertake continuous professional development ensuring current knowledge of latest techniques, specialist software and products including awareness of relevant legislation. Attend training for specialist analytical software, and maintain capability using them. Contribute to the development and application of analytical techniques embracing the concept of best practice.

11. Coach other analysts / Police Officers and Staff in your lead area, providing technical and professional advice, and guidance.

12. To be conversant with relevant legislation for intelligence work, including any codes of practice / procedures / protocols / standards / guidelines. Have a working understanding of RIPA and CT Legislation. Ensure the dissemination of any research or intelligence analysis products comply with relevant legislation, codes of practice, standards, procedures and guidelines including maintaining a full audit trail for each piece of work, referencing accurately.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

**Further Comments:**

Analysts are assigned to work on operations and high risk issues prioritised by the Tactical Tasking and Co-ordination process. They will use analytical techniques to produce products and reports as required.

When an operation is live the pressure to undertaken real time analysis will be intense as the result will greatly impact on the outcome of the operation.

The product produced by the Intelligence analysts will be subject to the independent review of analysis managed by head of profession; this will include HMICFRS inspections.

Any Intelligence Analyst may be required to work short notice, at any location to support Counter Terrorism Policing priorities. CTPBS analysts may be deployed to any location across the UK

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Substantial current role-related experience as an analyst or similar intelligence professional in a police environment / partnership agency with excellent understanding of the National Intelligence Model (NIM), Authorised Professional Practice (APP) and experience of delivering analytical products. Experience of using analytical tools, techniques, methodology and specialist software.	E
2. Relevant professional qualification and completion of the National Intelligence Analysis Training, IBM I2 Analyst notebooks/i Base course and Core Skills in Communications data / CD data course. Experience of producing analytical reports and products.	E
3. Able to demonstrate excellent interpersonal communication skills. Experience of negotiating and persuading. Ability to deliver presentations, attend and engage in briefings and meetings within a police and agency environment.	E
4. Proven research skills with the ability to problem solve. Evidence of an enquiring mind and the ability to interpret and develop inferences from data. Confident, conscientious and methodical.	E
5. Good legislative knowledge e.g. ECHR, RIPA, Data Protection, Discrimination, etc. and knowledge of force management policies. Evidence of interpretation/application of relevant legislation.	E
6. Advanced IT skills. Extensive use of Excel and Analyst Notebook. Extensive knowledge of Communications data, Social Media, Internet Intelligence and Investigative data; its use and governing legislation. Willingness and ability to learn and use new systems as technology develops.	E
7. Work effectively with minimum supervision whilst remaining team focussed. Ability to work under pressure, prioritise workloads and produce accurate work within tight deadlines. Flexible approach to working hours. Able to evidence self-motivation, personal responsibility and use of own initiative. Excellent time management skills and a good co-ordinator.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
9. Willing to work towards the IPP Intelligence Analyst Accreditation.	E
10. Knowledge of Social Media and Internet Intelligence and Investigative (III) data and the security risk from Social media and emerging technologies as well as methods to exploit Social Media and III data.	D
11. Force system knowledge, Niche, HOLMES, NCIA	D
12. Understanding of Counter Terrorism Policing, particularly Ports and Border Operations	D
<p><b>Additional Information:</b> At interview, candidates will be asked to:</p> <p>* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>** indicate their ability to work flexible hours to attend different sites of work (including any location across the UK).</p>	