



ROLE PROFILE

Post Title:	Intelligence Analyst	
Grade:	LC 7 / 8	JE: 1390
Location:	HQ FIB	
Responsible to:	Senior Intelligence Analyst	

Job Purpose:

To prepare strategic, tactical, intelligence and evidential products to aid managerial, operational and investigative decision-making by utilising a range of analytical techniques. To be involved in the problem-solving process, applying a variety of research methods and analytical techniques to develop knowledge and understanding.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Assist with the development of intelligence, and the provision of an effective, efficient intelligence service
- Undertake research and analysis, at both strategic and tactical level
- Develop knowledge & intelligence in respect of issues and problems, patterns & trends, linking offences, drawing conclusions and inferences and making recommendations to support a diverse range of operational activity
- Analyse the activities of individuals / groups through the application of appropriate methodologies
- Utilise the full range of available internal & external IT systems and databases in support of analytical research
- Support the development of analytical capabilities, including the development of IT systems, at both Divisional and Constabulary levels as required
- Undertake a range of projects at both Divisional and Constabulary level,

liaising with other Constabulary personnel and external agencies, as required

- Maintain responsibility for the security of confidential and sensitive information within the department utilised in support of your analysis/role
- Provide support to Senior Investigating Officers and Major Incident Teams with the analysis and review of information as required
- Deliver the results of analytical work to diverse audiences in an appropriate manner
- Attend meetings, briefings and other forums as required presenting analytical information and contributing where necessary
- Be flexible in respect of working pattern to provide simultaneous analytical support to investigations of major incidents, complex or major crime where necessary.
- Identify, implement and share best practice in respect of intelligence analysis
- Fully engage with the corporate Analyst Professional Development Programme
- In accordance with organisational requirements, there is an expectation to travel to work at an alternate location across the county, when required.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.

On progression to LC8 (Analyst) and in addition to the above

- Undertake **complex** strategic and operational analysis drawing inferences, conclusions and recommendations.
- Design and build databases for research and analysis
- Where required, produce documentation to evidential standard and attend judicial proceedings
- Liaise in a consultative capacity with colleagues, providing advice and support in respect of analytical issues
- Arrange and deliver / support internal desktop training exercises
- Support the development and training of newly appointed Intelligence Analysts on behalf of Line Manager
- Arrange, prepare and deliver training/coaching as required.
- To carry out any other duties which are consistent with the nature,

responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	Level 2	Interview
We take ownership	Level 2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	Level 2	Interview
We deliver, support and inspire	Level 2	Interview

Intelligent, creative and informed policing

We analyse critically	Level 2	Interview
We are innovative and open minded	Level 2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
	A degree level qualification in a relevant discipline and/or relevant experience in a law enforcement environment	Application Form
Knowledge / Experience		
Experience of the analysis and presentation of information	Experience of the analysis and presentation of <i>complex</i> information	Application Form / Assessment / Interview
Experience of the analysis and presentation of statistical data; including application of statistical testing.		Application Form / Assessment / Interview
Knowledge of the framework / processes for intelligence led activity & problem solving		Application Form / Interview
Experience of drawing inferences, conclusions and / or recommendations based on the analysis of data/information		Application Form / Assessment / Interview
Experience of analysing information to identify relationships, patterns and trends	Experience of analysing the activity of individuals/groups	Application Form / Assessment / Interview
Experience of writing reports	Experience of writing complex reports with analytical content	Application Form / Assessment / Interview
Demonstrate application of lateral and creative thinking in the analysis and presentation of data/information		Application Form / Assessment / Interview
Ability to communicate at all levels	Experience of presenting complex issues to diverse audiences	Application Form / Assessment / Interview
Demonstrate a history of continuous professional development		Application Form / Interview
Computer literate in a number of software packages and mainframe systems	Computer literate in a number of analytical IT packages and mainframe systems	Application Form / Interview
Understanding of the	Experience of	Application Form /

requirements of the Data Protection Act, confidentiality and the “need to know” principle	designing and implementing systems for intelligence analysis	Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external
Possess a valid full driving licence as travel will be required.		Interview
Demonstrates a flexible approach to working practices and hours		Interview

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

Date last updated: March 2019

PROGRESSION ARRANGMENTS

INTELLIGENCE ANALYST

LC 7 / 8

The following progression arrangements are all subject to the needs of the post and not the post holder.

These arrangements do not prevent management seeking authority to appoint at any spinal column point in the LC 7 / 8 range subject to the individual meeting the progression criteria.

LC 7 On appointment

LC 8 Upon satisfactory performance at LC 7 and having evidenced a higher level of competence and confidence in the following areas (assessed by a Senior Analyst) in current role:

1. *Complex research and analysis:*

- a) Supporting intelligence development
- b) Analysis & presentation of statistical data

2. *Application of problem solving methodology*

3. *Verbal and written communication:*

- a) Complex report writing demonstrating the application of a variety of analytical techniques
- b) Experience of conducting verbal briefings or presentations relating to complex analysis issues

4. *Providing conclusions & recommendations based on analysis and evaluate the result / impact*

5. *Completion of Professional Development Portfolio evidence against all portfolio criteria*