

**GREATER MANCHESTER POLICE**  
**ON BEHALF OF COUNTER TERRORISM POLICING NORTH WEST**

**JOB DESCRIPTION**

<b>POST TITLE:</b>	Intelligence Analyst
<b>DEPARTMENT/DIVISION/BRANCH:</b>	Counter Terrorism Policing North West (CTPNW)
<b>SECTION/UNIT:</b>	Intelligence
<b>GRADE:</b>	E/G (Career Grade)
<b>RESPONSIBLE TO:</b>	Senior Analytical Coordinator, CTPNW
<b>RESPONSIBLE FOR:</b>	N/A
<b>AIM OF JOB:</b>	<p>To use information and intelligence to inform and influence:</p> <ul style="list-style-type: none"><li>• operational planning and decision making with regard to the identification, tackling and resolution of policing priorities;</li><li>• the tactical and strategic direction of specified reactive and proactive investigations;</li><li>• the distribution and use of resources through tactical and strategic analysis.</li></ul>

**MAIN DUTIES AND RESPONSIBILITIES**

- To provide analytical support and guidance to management teams in all aspects of policing, associated criminality and incident investigation at tasking and coordinating meetings, or other management meetings in respect of specified operations/investigations.
- To collect, evaluate and analyse data from various sources including crimes, incidents, intelligence, witness statements, forensic reports, communications data and financial records, with a view to identifying offenders, victims, hotspot locations, crime patterns / trends resulting in the prioritisation and direction of police resources both at a tactical and strategic level.
- To produce appropriate analytical products (strategic and tactical assessments, problem and subject profiles) utilising the techniques and methodologies identified by the National Intelligence Model as a minimum standard.
- Where appropriate, to produce analytical products that go beyond the facts and provide added value to management teams. Products to include expert analytical opinion, inductive logic and strong, specific and valuable inferences, hypothesis and recommendations that focus on intelligence, prevention and enforcement opportunities.

- To identify priorities for an operation's intelligence effort including intelligence gaps and inconsistencies, focus intelligence gathering and inform resourcing decisions.
- To actively embrace problem solving policing and other appropriate problem solving models, with the aim of producing analytical products that will assist in the development of interventions that will fundamentally change the conditions that give rise to recurring terrorism and associated crime problems.-
- To act in the capacity of professional advisor regarding viability, time-scales and type of outcome likely for different analytical products and assist in prioritising the most worthwhile analytical course of action.
- Ensure that all analytical material presented is fully documented, making certain that a separate version of each product is recorded and retained, alongside associated material and decisions made from that product. Ensure that a record is kept of all own thought processes and decisions taken to underpin analytical processes.
- To communicate effectively the outcome of analytical investigations through the use of diagrammatical charts, written reports and verbal presentations.
- To prepare analytical evidence for submission to a court of law, including liaison with crown prosecution staff, barristers and court chambers staff and attending court as a witness if required.
- To develop and maintain a strong working relationship with both analytical managers and clients, and to be actively involved in the analytical product commissioning process, including the establishment and development of a documented terms of reference.
- To set the direction of work for intelligence researchers in order to ensure an effective research capability is provided to assist in the targeting of terrorism or associated criminality and offenders.
- To liaise clearly and confidently at all levels throughout the organisation and with external law enforcement and partner agencies, presenting analysis as appropriate.
- At all times be aware of the Counter Terrorism Policing North West and/or investigation intelligence requirement and developments, and ensure that analysis takes account of and runs alongside them.
- To represent the divisional and/or the branch management when applicable or when directed by the Director of Intelligence.
- To coach and mentor developing analysts and managers, and to demonstrate the ability to act as a subject matter expert, promoting analytical best practice and providing specialist opinion and interpretation when required (when at Grade G).
- To be fully conversant with police computer systems and analytical IT solutions, including the use of Geographic Information Systems and i2 Notebook.
- When appropriate, to assess and implement developments in policing analysis, law enforcement computer systems and other IT solutions under the direction of the Director of Intelligence.
- To be responsible for highly sensitive material relating to current investigations ensuring the security and confidentiality of that material at all times.
- To have a sound understanding of the National Intelligence Model and be fully conversant with the NPIA Practice Advice on Analysis 2008.
- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.

- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

## **NOTES**

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

## **LEADERSHIP EXPECTATIONS**

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

### **Our Leadership Expectations are:**

#### **Inspiring Others**

Listening to, involving and motivating others to take action and behave with courage and integrity

#### **Enabling Change and Improvement**

Taking responsibility to solve problems, implement change and make improvements to our services

#### **Developing Yourself and Others**

Developing yourself and others to succeed and increase their contribution to GMP

#### **Responsibility for/to the Team**

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

#### **Working in Partnership**

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

#### **Demonstrating Respect and Compassion**

Treating all our people, partners and communities with respect and compassion

#### **Service Delivery**

Delivering excellent policing services to the people of Greater Manchester

### **Leaders have been identified at four levels:**

- Peer
- First
- Middle
- Senior

The **Intelligence Analyst** has been identified as: **A Peer Leader**.

**Please Note:** As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website:  
[www.gmp-recruitment.co.uk](http://www.gmp-recruitment.co.uk)

**PERSON SPECIFICATION**  
**Intelligence Analyst**  
**CTPNW**

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<p><b><u>Qualifications/Education</u></b></p> <p><b>Grade E:</b></p> <p>GCSE (grade C Maths and English) and two A Levels or equivalent, or research experience.</p> <p><b>Grade F</b> <b>As for Grade E plus:</b></p> <p>Successful completion of the National Intelligence Analysis Training course; i2 Notebook course.</p> <p><b>Grade G</b> <b>As for Grade F plus:</b></p> <p>Educated to degree level or equivalent.</p>	<p>E</p> <p>E</p> <p>D</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/C</p>

<b>Experience</b>		
<b>Grade E:</b>		
Carried out duties / work involving research, analytical tasks including analysis of information, monitoring patterns and trends and associated clerical / administrative functions.	E	AF/T/I
Involved in the preparation / presentation of packages / reports. Production of statistics, charts etc.	E	AF/T/I
Worked in a similar analytical environment in a large-scale organisation.	E	AF
Experience of providing advice to managers.	D	AF/I
<b>Grade F</b>		
<b>As for Grade E plus:</b>		
Experience of producing at least three of the four analytical products namely; strategic and tactical assessments, problem and subject profiles.	E	AF/I
Experience of liaising at all levels throughout the organisation and with external agencies / bodies.	E	AF/I
Produced recommendations based on findings.	E	AF/I
Experience in the use of police computers in an operational environment.	E	AF/I
<b>Grade G</b>		
<b>As for Grade F plus:</b>		
Coached and mentored staff and demonstrated the ability to act as a subject matter expert.	E	AF/I
Experience of appraising, clarifying, analysing and understanding complex information.	E	AF/I
Experience of administering and managing projects or investigations.	E	AF/I
Experience of advising and liaising with all levels of personnel on the implementation of policy and procedure.	E	AF/I

<p><b><u>Knowledge</u></b></p> <p><b>Grade E:</b></p> <p>Knowledge and understanding of the National Intelligence Model.</p> <p>Knowledge of the principles Data Protection Act, Human Rights legislation and Crime and Disorder Act 1998.</p> <p>Knowledge of the Terrorism Act 2000.</p> <p><b>Grade F</b> <b>As for Grade E plus:</b></p> <p>Knowledge of all of the following computer systems/software: Microsoft Office packages, i2 Notebook, OPUS, GIS mapping systems.</p> <p><b>Grade G</b> <b>As for Grade F plus:</b></p> <p>Knowledge and understanding of information sources and data sets.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I/T</p> <p>I/T</p> <p>AF</p> <p>I</p> <p>I</p>
<p><b><u>Skills/Abilities</u></b></p> <p><b>Grade E:</b></p> <p>Competent in using computer systems including Microsoft packages and the Internet.</p> <p><b>Grade F</b> <b>As for Grade E plus:</b></p> <p>Established and agreed terms of reference.</p> <p>Inference development.</p> <p>Recommended actions based upon analysis.</p> <p>Reviewed the effectiveness of the analysis.</p> <p><b>Grade G</b> <b>As for Grade F plus:</b></p> <p>Ability to use and assess computer software applications relating to the charting and analysis of intelligence in a manner that enhances analysis and assists in the identification of patterns and trends.</p> <p>Able to demonstrate an analytical approach to problem solving.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

<p><b>Other</b></p> <p><b>Grade E:</b></p> <p>Have attended or prepared to attend the NIAT initial course; CPA course; i2 workstation and Notebook.</p> <p>Has achieved a good attendance record.</p> <p>Prepared to maintain standards of professional practice and to keep abreast of changes in legislation, policies, and procedures within the police and intelligence environment.</p> <p>Full UK driving licence and access to a vehicle for business purposes.</p> <p><b>Grade G</b> <b>As for Grade F plus:</b></p> <p>Willing to travel to locations both within and outside the GMP area.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>AF(E)</p> <p>I</p> <p>AF</p> <p>AF</p>
--	--	--

**Please note: the appointed person must demonstrate relevant experience via a portfolio, which will be assessed by senior management, to progress from Grades E-F, and from Grades F-G.**

### **Key**

<b>AF(E)</b>	<b>Eligibility (this will be checked at shortlisting by the recruitment team)</b>
<b>AF</b>	<b>Application Form</b>
<b>C</b>	<b>Certificate</b>
<b>T</b>	<b>Test</b>
<b>I</b>	<b>Interview</b>

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.



### When in Post

<p>Examples of work experience and undertaken within the grade</p>		<p><b>As for Grade E plus:</b></p> <p>Served a minimum of 9 months in any of the following analytical disciplines: Tactical, Strategic or Forensic Analysis.</p> <p>Demonstrate via a portfolio of evidence:</p> <p>Involved in preparing and presenting complex briefings / analysis and reports of intelligence information including creation and use of spreadsheets, databases and graphs packages;</p> <p>Prepared and presented intelligence briefings to operational personnel;</p> <p>After appropriate training use of i2, production of three of the four analytical products of Tactical Assessment, Subject Profile, Strategic Assessment, and Problem Profile; mapping; applying analysis techniques to information outlined in the NIM (ten techniques);</p> <p>Established and agreed terms of reference;</p> <p>Inference development;</p> <p>Recommended actions based upon analysis;</p> <p>Reviewed the effectiveness of the analysis;</p> <p>Obtained information for the analysis process;</p> <p>Applied analytical techniques to describe information;</p> <p>Disseminated results of analysis.</p>	<p><b>As for Grade F plus</b></p> <p>Demonstrate via a portfolio of evidence:</p> <p>Coached and mentored staff;</p> <p>Reviewed and identified improvements to analytical methodology;</p> <p>Provided specialist opinion and interpretations;</p> <p>Provided specialist professional advice and knowledge.</p>
--	--	---	---

**NOTES:**

Progression to a higher grade will be subject to a formal assessment of competence requiring completion of a portfolio of evidence by the post holder for evaluation by senior management at local and force levels. Progression will always be to the minimum point of the next grade.