



JOB DESCRIPTION

Title – Lead Analyst

Version - 1 Date - 06/11/2017

Post Number:	HN096
Grade:	SO2
Weekly Hours:	37
Department:	Regional Special Branch
Status:	Established
Responsible To:	Detective Sergeant – EMSOU-SB
Responsible for:	N/A
Location Work base:	Force Headquarters
Job Role /Purpose:	To utilise information and intelligence to inform and influence the operational planning and decision making of EMSOU-SB. To inform and direct strategic and tactical police activity against terrorism and extremism and enable the effective allocation of resources through timely analysis.
Contacts:	All National CT Services / CTU's / CTIU's, Security Services, NCSB, NCPP, RIC's, NSBTU, SOCA, NCIS, HMRC, UKIS, DWP, FIB's and other associated agencies.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

A degree with a high proportion of data interpretation, or significant experience of analysing and evaluating data for presentation to management.

Work Experience:

To have recent, extensive, demonstrable experience in an analytical environment and to demonstrate experience of working in a confidential environment.

Personal / Interpersonal Skills, Aptitudes:

To have an ability to research and assimilate large volumes of data and intelligence.

To have an ability to problem solve using analytical techniques and to draft and present findings.

To have experience of giving presentations to a variety of audiences including senior management.

Demonstrate an ability to communicate confidently at all levels both orally and in writing, adjusting the content to ensure appropriate for the audience.

To have experience in partnership working. Building contacts to share intelligence and enhance analysis.

To have the ability to manage own time, prioritise workload and use own initiative to work with limited supervision.

Special Skills:

Excellent IT skills, including Microsoft Office as well as previous experience of using analytical software or software packages specifically designed for the creation, maintenance and evaluation of data.

To have a flexible working approach to working hours, willing to react to duty changes, when operations dictate, to occasionally work irregular extended hours.

Hold a full driving licence and have use of own vehicle for work purposes* & be prepared to travel if required.

Other:

The successful applicant must be able to achieve DV clearance (vetting).

In addition to the above security vetting the post holder will also be required to be STRAP cleared (A further level of enhanced security clearance) This process involves the completion of a detailed nationalities form, including family members. Any appointment would be subject to achieving STRAP vetting status.

Special Branch posts are subject to the EMSOU SB section 23 agreement.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

DESIRABLE CRITERIA

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

N/A

Work Experience:

To have knowledge of relevant legislation, (i.e. ECHR, RIPA, Data Protection).

To demonstrate an understanding of the National Intelligence Model (NIM).

To have knowledge and understanding of CONTEST strategy

Personal / Interpersonal Skills, Aptitudes:

To demonstrate knowledge of I2 or similar intelligence mapping models.

Special Skills:

N/A

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

Overview Responsibilities

Evaluate, read and collate information from a range of sources and apply appropriate analytical techniques to support operational units by providing timely and accurate assessments of Threat, Risk and Vulnerability (TRV). Be prepared to present this information using the appropriate visual investigative analysis techniques to local, regional and national audiences, linking with the CONTEST Strategy themes.

To identify new and emerging information about terrorist/extremist activity, trends and patterns.

Research and prepare documentation to inform the regional and local Tactical Assessments.

To produce strategic documents that direct, local, regional and national resources in line with threat, risk and vulnerability.

Disseminate to police and partners the intelligence analysis through the appropriate presentation methods to provide a clear, concise update on all the key facts and issues as required.

Identify and develop evidential links between offenders and offences at a local and regional level.

Assist colleagues across all departments of EMSOU-SB at times of peak demand.

To examine and research complex intelligence patterns and provide recommendations about deployment of resources, including the identification of best practice through Results Analysis and Operational Intelligence Assessments.

To compile profiles on individuals and groups involved in terrorist activity and use the information to predict patterns and trends.

To provide sufficiently detailed and accurate information to enable management to efficiently deploy resources both locally and regionally and in support of the CT Policing Services – EMSOU-SB.

To understand and utilise a number of IT software applications at an advanced level in order to

POLICE – STAFF

produce proactive intelligence reports (e.g. NCIA, Niche, Insight, Web Storm, E-borders and PNC).

To develop policies, practices and procedures to ensure continued development of the NIM.

To maintain an understanding of the operational environment to give effective focus to research.

To identify national and international research findings, methodologies and techniques to promote the use of analytical and research material.

Representing the EMSOU-SB at local, regional and national meetings.

To identify and develop best practices in collection and capture of data.

To keep up to date with changing intelligence analytical techniques.

To attend partnership meetings and identify best practice and intelligence sharing opportunities.

To participate in the force PDR process and to contribute towards identifying your own professional and career development.

Management/Leadership:

N/A

Communication:

To give structured and detailed briefings to senior police officers, internal and external staff on strategic issues as required.

To conduct presentations to staff as required, illustrating analytical techniques and outlining findings/results/recommendations.

Administration:

N/A

General:

To carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined in support of the National Counter Terrorism Strategy.

Other:

The successful applicant will be required to work flexibly on occasions and at short notice due to the operational requirements of the unit. This may involve some evening/weekend work and overnight stays for which the appropriate allowances will be paid. During times of operational necessity there may be opportunities to work elsewhere within the country.

There will also be a requirement to travel as part of the role including attendance at meetings both within the East Midlands and beyond.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Value's / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Management Vetting (MV)
- 2) Security Check (SC)
- 3) Developed Vetting (DV)

Date line manager checked vetting level needed 13/04/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {per mile / day etc}: Click here to enter text.

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ .

Additional Information: Click here to enter text.

Reasonable adjustments

Click here to enter text.

