



Derbyshire Constabulary

Job Description

INTEGRITY

RESPECT

PERFORMANCE

RESPONSIBILITY

INNOVATION

Closing Date	Please note late applications will not be accepted
HR Service Centre Contact	Tel: 0300 122 8900 Int: 68900 Email: recruitment@derbyshire.pnn.police.uk
Role Title	Intelligence Analyst
Rank	Grade G (£23,346 to £29,307) Successful applicants would normally be appointed on the bottom of the salary grade. (Exceptions may apply)
Hours	37 hours per week
Suitable for job share or part time	Yes
Department or Division	East Midlands Special Operations Unit – Special Branch (EMSOU SB)
Location	St Mary's Wharf Police Station, Derby
Post Reports to	Detective Sergeant, Special Branch
Vetting Level	Security clearance is to Home Office DV level, which includes counter-terrorism checks, together with background and financial checks.
Other Considerations	<p>The successful applicant will be required to work flexibly on occasion 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.</p> <p>There will also be a requirement to travel as part of the role including working with Units in the East Midlands and beyond.</p> <p>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.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p>

EQUALITY COMMITMENT

Derbyshire Constabulary is committed to the principles of Equality, Fairness and Diversity, and we welcome applications from all sections of the community in our efforts to recruit a diverse and flexible workforce that reflects the communities we serve.

As part of our commitment to equality, all applicants with disability who meet the essential criteria for any police staff post will be invited to interview.

My Extras

Derbyshire Constabulary offers a range of benefits including a local government pension scheme, Specsavers eye care vouchers, child care vouchers as well as a staff discount scheme called 'My Extras'.

This covers a wide variety of retailers and includes discounts & cashback. My Extras also provides discounted gym membership and a healthcare cash plan. This scheme however is non contractual and the force does reserve the right to withdraw or change the terms of the scheme.

Purpose and Description of Role:

To utilise information and intelligence to inform and influence the operational planning and decision making of EMSOU-SB and Derbyshire Constabulary.

To inform and advise strategic and tactical police activity against terrorism and extremism and enable the effective allocation of resources at local, regional, national and sometimes international level through timely analysis.

The post holder will access information that is sensitive to national security on a regional and national basis. They will be expected to observe high levels of discretion and confidentiality. Staff are required to work in line with relevant police legislation/policies including Management of Police Information, Freedom of Information Act, Data Protection Act and the Official Secrets Act.

Specific Role 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.
- To identify intelligence gaps and opportunities, and to formulate recommendations.
- Produce the strategic documents for the force area or region to help direct resources in line with TRV.
- 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.
- Conduct presentations for senior officers and operational units to illustrate analytical techniques and outline results.
- Identify and develop evidential and intelligence links between offenders and offences at local, regional, national and international level.
- To provide analytical assistance to all departments of EMSOU-SB.
- Research and prepare documentation to inform the regional and local Tactical and Strategic Assessments.
- To maintain and develop relationships with colleagues in other law enforcement and partner agencies to ensure cross cutting themes are identified.
- Contribute to National Intelligence Requirements when analytical input is appropriate.
- Use analytical knowledge and professional judgement to assist a range of colleagues across EMSOU-SB on a daily basis.
- Representing the EMSOU-SB at local, regional and national meetings.
- Assist colleagues across all departments of EMSOU-SB at times of peak demand.
- Contribute to Force documents which require Special Branch input to assist in an overall Force assessment.
- Present and explain analysis to Courts as a Professional Witness.

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

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

Skills & Experience required:-

Essential

- A degree with a high proportion of data interpretation, or significant experience of analysing and evaluating data for presentation to management.
- Experience of making recommendations to colleagues based upon accurate, well-defined analysis.
- Excellent communication skills, both written and verbal with experience of preparing and presenting high-level reports on complex issues.
- Knowledge of National Intelligence Model and relevant legislation, (i.e., CPIA, ECHR, RIPA, Data Protection, MOPI).
- Excellent IT skills, including previous experience of using analytical software or software packages specifically designed for the creation, maintenance and evaluation of data.
- Experience of working with minimal supervision and using own initiative in a dynamic environment with changing priorities.
- Hold a full driving licence and willing to travel on occasions both regionally and nationally (Reasonable adjustments considered under the Equality Act 2010).

Desirable

- Previous experience as an Analyst including using specific analytical tools such as i2 and GIS mapping systems.
- Experience of liaising with people at all levels of an organisation and with external agencies.
- Experience of working in a similar analytical environment in a large scale organisation.
- Experience of working within a security environment.
- Knowledge and understanding of the CONTEST strategy.

PERSONAL QUALITIES

You will be assessed for appointment against the following personal qualities, the job description and the force values. Derbyshire Constabulary's staff are assessed against these qualities.

Decision Making	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Leadership	<p>Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.</p> <p>Service Delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the</p>

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	outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.
Working with others	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Prepared by: Debbie Goodrum
Date: June 2015