

JOB DESCRIPTION



Role title:	Intelligence Analyst
Grade and salary:	Grade H £29,433-£36,171 (SCP 28-35)
Hours:	37 Hours
Department or Division:	Crime Support - Intelligence Analysis
Location:	Force Headquarters, Ripley
Post reports to:	Senior Intelligence Analyst
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Due to vetting requirements, you must have 5 years continuous UK residency at the point of application.
Date last reviewed:	May 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

You will conduct research and analysis in connection with crime and disorder to identify and support the Forces Risk & Threat priorities.

Inform and influence operational and investigative decision making by utilising a range of analytical techniques.

To produce research and analytical products to be used evidentially to support criminal investigations.

SPECIFIC ROLES AND RESPONSIBILITIES:

Research, interpret and analyse information from a broad range of digital and paper based sources to identify patterns, trends, series, gaps and discrepancies to guide investigating officers, strategic/tactical planning and subsequently officer activity.

Provide appropriate, timely, relevant and accurate analysis to support complex, large-scale investigations/incidents/priorities from intelligence development phase, through the criminal justice process, to court disposal.

Inform the strategic and tactical decision making by senior officers, constructing appropriate inferences, and highlighting intelligence gaps and recommendations, ensuring that prevention, enforcement, intelligence and resourcing activity are focused upon.

Working with internal and external customers to assist in driving investigations by the production of quality and insightful analysis.

Exhibit analysis and produce supporting synopses and statements, and present evidence in court when required.

Meet with the Crown Prosecution Service to discuss their requirements and make recommendations around the analysis required.

Liaise with external police forces and regional/national units on issues relating to cross border crime/offenders and organised criminality.

Give structured and detailed briefings to investigating officers to update the results of analytical work undertaken.

Disseminate the results of analytical work to diverse audiences in the most appropriate format (graphical, written, verbal briefing or formal presentation).

Work in partnership with other agencies, including the Partnership Analysts, to share information to provide more comprehensive products to be utilised across the partnerships, and to ensure greater awareness of work being undertaken around crime and community safety.

Undertake continuous professional development ensuring current knowledge of the latest techniques, data sources, products and issues in intelligence, and including awareness of current legislation.

To undertake other such duties commensurate with the post as required for the effective performance of the job, and in line with the changing demand for policing reflected in the Force priorities.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Educated to degree level or have significant proven analytical experience.
- Experience of undertaking qualitative and quantitative research and analysis.
- The ability to research and assimilate large volumes of data and intelligence, leading to the preparation and production of complex research based reports.
- An ability to communicate confidently at all levels in one to one and group discussions, including a clear ability to negotiate and influence.

- High levels of innovation, creativity and flexibility in approach.
- A strong work ethic which is driven by a high level of personal responsibility.
- An ability to problem solve using analytical techniques.
- An ability to plan and prioritise own workload and make multi-factor decisions.
- Work effectively as part of a team and develop relationships across the organisation and with external partners and relevant bodies.
- A detailed working knowledge of Microsoft Office products.
- An understanding of Data Protection legislation and an awareness of GDPR (General Data Protection Regulation).
- Hold a full UK driving licence and be able to drive to and work at other locations.

Desirable:

- To have successfully completed a College of Policing approved Analyst Foundation Course or equivalent.
- Experience in the preparation of documentary evidence for court which complies with the legislative requirements of the judicial process.
- Experience of using charting and mapping software.
- Experience of working in a similar analytical environment in a large scale organisation.
- Experience of working in a confidential and sensitive environment.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change

and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.