



## **Job Description**

**Title – 1247 Regional Intelligence Analyst (Level 2 - ROCU)**

**Version – 4 Date – 02/07/2020**

---

<b>Post Number:</b>	XS383
<b>Grade /Scale:</b>	SO2 - £31,875- £33732
<b>Weekly Hours:</b>	37
<b>Department:</b>	EMSOU – Regional Intelligence Unit (RIU)
<b>Status:</b>	Established (potential Fixed Term)
<b>Responsible To:</b>	RIU Senior Analyst (Strategic/ROCTA) or RIU Senior Analyst (Tactical)
<b>Responsible for:</b>	N/A
<b>Work base:</b>	Tigers Road Leicester, Vicinity of M1 Junction 27 or Wigston
<b>Job Role/Purpose:</b>	<p>To utilise information and intelligence to inform, influence and direct operational planning and decision making at both a strategic and tactical level across EMSOU departments (chiefly Level 2 SOC and Major Crime, but also Regional Fraud, Regional Prison Intelligence, Regional Cyber Crime etc.) and enable the effective allocation of operational resources.</p> <p>Provide appropriate, timely, relevant and accurate analysis to support complex, large-scale, cross border regional investigations/incidents/priorities from intelligence development phase, through the criminal justice process, to court disposal. Regular attendance as a professional witness at court.</p> <p>Understand the current risk, threat and harm from serious and organised crime across the region working within the parameters of the Control Strategy and in conjunction with the Regional Organised Crime Threat Assessments (ROCTA).</p> <p>Provide a 24/7 on-call analyst service to the East Midlands.</p>
<b>Health and Safety:</b>	<p>To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.</p>
<b>Contacts:</b>	<p>Senior Analysts, police officers and police staff up to and including those at a SLT level both within EMSOU and the regional forces, outside agencies, staff and officers from other ROCUs, CPS (including CPS lawyers, barristers etc.), other members of the force, external law enforcement agencies (including NCA).</p>

## **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.*

#### **Knowledge/ Education (including qualifications):**

To be educated to a degree level or equivalent with a high proportion of data interpretation/statistics **and/or** significant work-based experience of analysing and evaluating quantitative and qualitative data.

#### **Work Experience:**

To have extensive experience in an analytical environment and to demonstrate experience of working with information in a confidential/sensitive arena. Displays an investigative mind-set.

Have the ability to research and interpret large volumes of complex data/intelligence (for example communications data, crime data, digital forensics) from a variety of resources; previous experience in the preparation and production of complex research-based reports.

#### **Personal / Interpersonal Skills, Aptitudes:**

Demonstrate the ability to communicate (both written and verbally) and present confidently at a variety of levels on technical issues and complex data sets, including an ability to negotiate and influence at senior officer level. Demonstrate proven experience of conducting presentations or briefings outlining findings, results & recommendations.

Demonstrate the ability to problem solve using analytical techniques and to draft and present findings. Use high levels of creativity, innovation, creativity and flexibility in approach throughout analysis, with a sense of personal responsibility showing attention to detail.

Have experience managing and prioritising own workload against completing demands. ability to use initiative and work independently with limited supervision, in a time pressured environment. Makes decisions / recommendations based on data analysis which will effect / can change the course of an investigation.

To have the ability to work effectively as part of a team and develop relationships across the organisation and internal/external partners, stakeholders and relevant bodies. Experience in partnership working, building contacts to share intelligence and enhance analysis. Respect for other people's views and an awareness of equality and diversity issues.

#### **Special Skills:**

Excellent IT skills, including Microsoft Office suite but particularly intermediate to advanced Excel, as well as previous experience of using analytical software (e.g. Chorus, i2) or software packages specifically designed for the creation, maintenance, mapping, interpretation and evaluation of data.

To have a flexible approach to working hours and location throughout the East Midlands region; willing to react to duty changes at short notice (when operations dictate) and to intermittently work irregular extended hours, including Regional Analyst 'on-call' duties.

**Other:**

Hold a full driving licence, have permanent use of a private motor vehicle, covered by business insurance, to travel to different locations, claiming mileage expenses as a 'casual user'.

*\* 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/ Education** (including qualifications):

To have successfully completed an NPIA Analyst Foundation Course or equivalent.

Holds current Analyst IPP accreditation (post holder will otherwise be required to achieve this accreditation within an agreed timescale).

Have a working knowledge of relevant legislation, (i.e., CPIA, ECHR, IPA, Data Protection and MoPI).

Experience and proficiency in the use of a wide range of technologies/data from a wide range of sources.

To have experience in working within an investigative capacity.

**Work Experience:**

Trained in the use of Chorus Analyser, IBM i2 Notebook and other charting/mapping software and experience of collection, collation and analysis of large data sets (including digital).

Experience of working in law enforcement investigations environment with an awareness of covert policing methods. Experienced in the production of documentary evidence for the judicial process.

Experience of working with communications data and/or mobile phone technology.

**Special Skills:**

The ability to deal with material (including images, videos and written content) of an unpleasant, disturbing or graphic nature, and the ability to produce detailed and comprehensive reports of the contents of this material as well as concise Officer Summary Reports.

## **Core Responsibilities/ Accountabilities**

### **Operational:**

1. Proactively apply and undertake complex analysis and present the findings of analytical work/techniques/products to the standards defined within the National Intelligence Model (NIM) to both an intelligence and evidential standard with minimal supervision.
2. To provide sufficiently detailed and accurate information to inform and advise strategic, tactical and investigative decisions at Level 2 (ROCU) by constructing appropriate inferences and recommendations, to ensure efficient deployment of resources and that prevention, enforcement, intelligence and reassurance activity is prioritised and focused in an effective and efficient way at regional level. This includes the identification of best practice through Results Analysis and Operational Intelligence Assessments.
3. To help drive large, complex, cross border regional investigations (Level 2) within the SOC, MC, RCCU, RPIU & Fraud syndicates by the production of quality, insightful products that add value. This includes meeting with the Crown Prosecution Service to discuss their requirements. Preparation and presentation of complex documents in evidence and the **regular** required attendance at court as a witness with evidential analysis, occasionally for a prolonged period. To provide analytical support to the investigation team throughout the lifetime of a trial, through to court disposal.
4. Research and analyse all available data sources to produce threat assessments in line with national ROCTA processes using risk and threat assessment tools.
5. 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 Harm. Be prepared to present this information to local, regional and national audiences.
6. Research and prepare documentation to inform the national, regional and local Tactical Assessment and identify new and emerging information around criminal activity, trends and patterns.
7. Assist in the production of strategic documents that direct local, regional and national resources in line with threat, risk and harm and alongside national processes.
8. Identify and develop evidential links between offenders and offences at a local and regional level to compile profiles on individuals and groups involved in criminal activity.
9. To maintain an understanding of the operational environment to give effective focus/advice to intelligence research & analysis.

### **Management/Leadership:**

10. Act in the capacity of independent professional advisor to the SIO/decision maker regarding different analytical products and priorities often in dynamic, high pressure working environments and often without the aid of analytical supervision / peer support. Independently communicates findings to superiors and colleagues.
11. Responsible for evaluating and interpreting all information and material that forms part of an investigation or issue, together with any other pertinent material, with a view to assisting the SIO/decision maker in a structured decision making process. Should form part of the management team on investigations/issues and attend all relevant meetings/case conferences.
12. Responsible for tasking intelligence colleagues and other co-workers in the collection and collation of data that is required to assist analysis.

13. Manage relationships with internal and external partners including law enforcement, academia, industry and partners.
14. Deputise in absence of Senior Analyst where required.

### **Technical:**

15. To understand and utilise a number of IT software applications at an advanced level in order to produce proactive intelligence reports (e.g. Chorus, i2, NICHE, e-borders, PNC, NAS, PND, eBorders, NUIX, HOLMES, Crimson etc.).
16. To attend role specific training course, lectures, workshops and conferences to aid continuous professional development.
17. To understand and utilise the numerous data sets (and their complexities) that are used to corroborate/summarise entire investigations; to exploit, evaluate and interpret these to the highest level of accuracy for evidential purposes, ensuring thorough reviews of final products to ensure the Criminal Justice process is not undermined.
18. To keep up to date with changing intelligence analytical techniques and increasingly complex advances in technical data (for example [but not an exhaustive list]: call traffic data, MDE data, device download data and capabilities, crime/custody/intelligence systems etc.).

### **Communication:**

19. Represent EMSOU at local, regional and national meetings.
20. Produce comprehensive reports relating to data interpretation from a variety of sources for briefings to senior police officers/internal and external staff on strategic, tactical and evidential issues. Disseminate analysis to police and partners through the appropriate presentation methods to provide a clear, concise update on all the key facts and issues as required.
21. To attend meetings between police, CPS and Counsel (including QCs) to assist with charging decisions, case reviews and the preparation of analytical products into evidence. Be skilled in negotiating under pressure with internal and external stakeholders of a senior rank / standing.
22. To attend partnership meetings and identify best practice and intelligence sharing opportunities.

### **Administration:**

23. Maintain full records which can be audited in relation to all aspects of work undertaken inside the intelligence and evidential arenas, adhering to national legislation and policies on data retention and disclosure. Documents a clear rationale for decisions made.
24. To participate in the ROCU Check-In process and to contribute towards identifying your own professional and career development including engaging with the national Intelligence Professionalisation Programme (IPP).

### **General:**

25. Be flexible in terms of working location and be prepared to work temporarily at other locations within the East Midlands in support of the RIU objectives, work a shift-pattern on some teams and work on the on-call rota (will be mentored for an agreed period). On rare occasion, working outside of the region (e.g. Crown Court trials).
26. Assist colleagues across all departments of EMSOU-ROCU at times of peak demand.

**Other:**

- . To undertake such other duties commensurate with the post as may be required for the safe & effective performance of the job. This role description should develop along with changing demands of policing reflected in EMSOU/force objectives and priorities.
- . The roles of staff within EMSOU have been designated as 'High Risk Posts'. Successful applicants may be required to submit themselves for routine drug and alcohol testing in line with policy whilst employed on the unit.
- . The post-holder should be willing to work within all areas of the Regional Intelligence Unit upon acceptance of an RIU post (these being the RIU Operational team, the RIU Strategic/ROCTA team, the RIU Sensitive Intelligence Unit team, the Regional Prison Intelligence Unit team and the Regional Cyber Crime team). Must be willing to attain and maintain and vetting with the possibility of D T vetting.

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

## **Personal Values /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

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

**1) Management Vetting (MV)**

**2) Security Check (SC)**

**Car User:** Yes

## Organisation Chart

Regional  
Intelligence Unit  
Manager  
*(DCI equivalent)*

Senior Regional  
Intelligence  
Analysts  
*(DI equivalent)*

Regional  
Intelligence  
Analysts