

# NOTTINGHAMSHIRE POLICE

## JOB DESCRIPTION

---

<b>Job title:</b>	Intelligence Analyst
<b>Department/Location:</b>	Various at Territorial Divisions / Specialist Departments
<b>Responsible to:</b>	Senior Intelligence Analyst
<b>Responsible for:</b>	N/A
<b>Date:</b>	21 May 2007
<b>Library no./HMIC classification:</b>	

---

### JOB PURPOSE

To analyse a wide and varied range of data within an intelligence led and problem solving environment on crime and criminal activity, in order to establish links, patterns and trends relating to offences and suspects, and establish methods of crime reduction, to assist management teams in targeting resources in support of their policing priorities.

### PRINCIPAL ACCOUNTABILITIES

---

1.	To participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.
2.	Evaluate, read and collate information received from various sources and apply analytical techniques as appropriate, i.e. case analysis, activity charting, telephone analysis, crime pattern analysis etc. to support operational units by providing timely and accurate intelligence.
3.	Examine the nature and development of criminal activity in specific areas over a period of time to identify pattern and sequences of activity to assist in the targeting of resources.
4.	Develop theories about criminal activity and identify areas requiring further information to assist in building a better picture of crime, criminals and their future intentions.
5.	Prepare accurate link/association diagrams to explain complex relationships between individuals, activities, premises etc. in order that they can be easily understood by investigating officers, solicitors, counsel and other recipients.
6.	Understand and operate a wide variety of different IT software and applications to retrieve data, compare it, analyse it and produce operational and management information.
7.	Attendance, when required, at Crown and Magistrates Courts as a witness to present and qualify findings.
8.	Keep up to date with changing intelligence and analytical techniques as well as a current understanding of the operational environment to give effective focus to their analysis.

9.	Liaise with other officers and outside bodies regarding developments in specialist crime areas to ensure collective knowledge is pooled to maximise its effect without compromising sources or operations.
10.	Compile reports/profiles on criminals identified as being of particular prominence to assist management and operational units by providing a full, accurate and up to date analysis of known information.
11.	Give oral briefings to senior officers or officers with an interest in the investigation to provide a clear, concise update on all the key facts and issues as required and conduct presentations for senior officers, counsel, operational units etc. to illustrate analytical techniques and outline results.
12.	Liaise with and assist colleagues engaged on other analytical projects and where appropriate to refine analytical techniques.

---

## DIMENSIONS

The Force has four territorial Divisions, a Force Intelligence Directorate and four Homicide Units. Within each Divisional Intelligence Unit and various specialist departments there are a number of analyst positions.

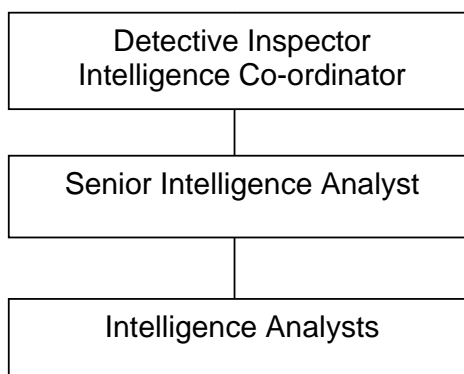
The analyst role plays a key part in the provision of operational and management information that influences resource deployment and investigations. The role will focus on serious crime, volume crime and other operational objectives and requires great flexibility to meet ever changing operational demands.

The post holder will have knowledge of analytical techniques, proven IT skills, have an ability to generate rational ideas and present their reasoning logically.

---

## ORGANISATIONAL/DEPARTMENTAL CHART

### At Divisional Level




---

## ACCOUNTABILITY

Prepared by \_\_\_\_\_ (Post)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTTINGHAMSHIRE POLICE**

# PERSON SPECIFICATION

**Job Title:** Intelligence Analyst

**Department:** Various at Territorial Divisions / Specialist Departments

**Date:** 21 May 2007

**Library no:**

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❖ Must have previous experience in the research of information from a variety of sources.</li> <li>❖ Must have previous experience in the application of analysis techniques such as case analysis, activity charting, link diagrams etc.</li> <li>❖ Must have previous experience in the verbal and graphical presentation of information.</li> <li>❖ Must have previous experience in the use of computer systems, including a variety of programmes i.e. spreadsheets/word processor /analysis/ graphics/ database.</li> <li>❖ Must be able to adapt the range of information technology programmes to suit varying needs.</li> <li>❖ Must have experience of working in an office environment.</li> </ul>	<p><b>Application Form/ Interview</b></p> <p><b>Interview</b></p> <p><b>Application Form/ Interview</b></p> <p><b>Application Form/ Interview</b></p> <p><b>Application Form/ Interview</b></p> <p><b>Application Form</b></p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❖ Must be able to work alone and also as part as of team, displaying patience and remaining calm in a pressurised environment where deadlines and priorities change.</li> <li>❖ Must be enthusiastic and committed to analysis.</li> <li>❖ Must be able to think laterally, avoiding assumptions.</li> <li>❖ Must be able to accurately produce and interpret numerical information i.e. statistical trends and financial analysis.</li> </ul>	<p><b>Application Form/ Interview/ Test</b></p> <p><b>Interview</b></p> <p><b>Test / Interview</b></p> <p><b>Application Form/ Interview/ Test</b></p>

<ul style="list-style-type: none"> <li>❖ Must be able to communicate effectively with a wide variety of customers both in the production of information in a structured and clear manner in the form of a written report or verbal presentation.</li> <li>❖ Must be able to discuss and debate complex issues and produce constructive ideas making practical recommendations.</li> <li>❖ Must be able to operate all available communication and computer systems (Training provided where necessary).</li> <li>❖ Must be flexible with working hours when required and be prepared, if necessary, to be recalled to duty in the event of a major enquiry.</li> <li>❖ Must be able to maintain confidentiality at all times.</li> </ul>	<p><b>Application Form / Interview</b></p> <p><b>Interview</b></p> <p><b>Application Form / Interview</b></p> <p><b>Application Form / Interview</b></p> <p><b>Application Form / Interview</b></p>
<p><b>EDUCATION/QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>❖ Have a high level of Mathematics and written/spoken English to A level standard by qualification or experience.</li> </ul>	<p><b>Application Form</b></p>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>❖ Be aware of and committed to Equal Opportunities.</li> </ul>	<p><b>Interview</b></p>

---

**ACCOUNTABILITY**

Prepared by \_\_\_\_\_  
(Post)

Signature \_\_\_\_\_ Date \_\_\_\_\_