PERSON SPECIFICATION - SHORT LIST

Leicestershire
Constabulary

Area:	Hamilton LPU	**Job Title:**	Principal Analyst	**Weekly Hours:**	37
Section:	Operational Intelligence Bureau	**Scale:**	PO37-40 (£32,424 - £34,917)	**Version:**	3
Post No:	GA012	**Status:**	Established	**Version Date:**	11 Oct 2006

Criteria *Justifiable as necessary for safe and effective performance of the job.*	**Essential** *A clear definition of the necessary criteria.*	**Desirable** *Where available, elements that contribute to improved / immediate performance in the job.*	**Method of Assessment**
Education:	To be educated to degree standard or equivalent in operational research or social science.		1, 4
Work Experience:	To have a solid level of experience in an analytical environment. To have proven management experience at a strategic level to include project management.		1, 2
Personal / Interpersonal Skills, Aptitudes:	• To have experience of giving presentations to a variety of audiences including senior management. • To be able to demonstrate skills in research and analytical techniques. • To be able to demonstrate the ability to problem solve using analytical techniques. • To be able to demonstrate an ability to communicate confidently at all levels both orally and in writing, adjusting the content to ensure appropriate for the audience. • To be able to demonstrate an ability to work with limited senior management supervision, prioritising own workload and the workload of others. • To be able to demonstrate experience of working in a confidential environment. • To be able to demonstrate sound leadership skills.		1, 2, 3

POLICE – STAFF

Special Skills:	• To be able to demonstrate a detailed working knowledge of I.T software including Microsoft Word, Excel and Power Point. • Hold a full driving licence and have use of own vehicle for work purposes. (Reasonable adjustments considered under the DDA 1995). • To demonstrate an understanding of the National Intelligence Model (NIM).	• To be able to demonstrate detailed working use of Microsoft Access in a work environment. • To have knowledge of relevant legislation, (i.e. ECHR, RIPA, Data Protection). • To demonstrate a working knowledge of the National Intelligence Model (NIM). • To demonstrate knowledge of I2 or similar intelligence.	1, 2

1 – Application Form, 2 – Interview, 3 – Test / Presentation, 4 – Documentary Evidence, 5 – Other {please specify}

Job title:	Principal Analyst
Post no:	**GA012**
Scale:	**PO37-40**
Responsible to:	Superintendent Operational Intelligence
Responsible for:	(3) Analysts in OIB and all other analysts in terms of professional direction.
Contacts:	Chief Executive officers, outside agencies, public organisations (Councils, Fire Service, Health Authorities for example), Statutory and Non-Policing organisations.
Role:	To manage and develop the analytical capabilities of Leicestershire Constabulary in order to support and direct the implementation of analysis within the National Intelligence Model and to provide a co-ordinated response to all elements of intelligence. To develop and deliver relevant and accurate information and analysis which will inform and influence decisions allowing the effective deployment of resources.

Duties	**Responsibilities**
Management:	• To be responsible for the professional development and management of Area and Department intelligence analysts. • To coach and mentor the intelligence analysts in order to quality assure the analytical products and techniques, specifying methodologies and outputs where appropriate. • To advise Area and departmental management teams on training and development requirements for their intelligence analysts, to maximise the analytical contribution from the intelligence analysts. • To provide specialist advice and support regarding the recruitment and selection of all intelligence analysts across the organisation.
National Intelligence Model:	• To quality assure the analytical products across the Force against the defined requirements of the NIM minimum standards and provide advice and guidance where necessary. • To be responsible for the formulation of the Force Strategic Assessment. • To contribute to and assist with the development of NIM products relevant to local, regional or national law enforcement requirements. • To support Area and department intelligence units in achieving the Constabulary's Control Strategy through the timely delivery of NIM products and techniques that inform the decision making process. • To maintain an understanding of the external expectations and influences on the Force, recognising the interests and perspectives of partners and other agencies. • Represents the Force at appropriate meetings and liases with other Forces and law enforcement agencies analysts on the preparation and sharing of intelligence.

Research/ Analysis:	• Researches and prepares strategic analysis reports in order to update Chief Officers, assisting them in decision making and the setting of operational targets and objectives.
	• To encourage the proactive application of the NIM analytical techniques and products.
	• Analyse, evaluate and assess a range of information noting and identifying relevant patterns, trends and emerging issues of strategic importance and present the findings in accordance with the NIM products.
	• Gather information from a range of sources including both within the Force and key strategic partners in order to support the generation of the NIM products.
	• Ensure that all information is obtained ethically and in accordance with relevant legislation and policy.
Information Technology:	• Assess the IT requirements of the analyst function within the Force and liase with the IT function on developments in technology, support and the evaluation of new products.
	• Provide advice, training and feedback concerning the experimental design of research projects, and the implementation of Information Technology programmes.
	• Make recommendations on the future analytical IT requirements for the Force.
	• Make the best use of technology, ensuring correct operation and compliance with organisational and legal requirements.
	• To understand and utilise a number of IT software applications at an advanced level in order to produce proactive NIM products.
Development:	• Maintain and proactively update knowledge of developments within the field of intelligence analysis, in order to assist in the development and application of analytical techniques and tools.
	• To develop and implement standard analytical processes and the management and co-ordination of standard analytical products for the benefit of Leicestershire Constabulary.
	• Represent the Force at appropriate meetings and liase with other Forces and Law Enforcement Agencies to identify current 'Best Practices' and developments in the field of intelligence analysis.
	• To develop policies, practices and procedures to ensure continued development of the NIM.
	• To maintain an understanding of the strategic and tactical issues relating to the policing environment to give effective focus to analysis.
	• To identify national and international research findings, methodologies and techniques to promote the use of analytical material.
	• To identify and develop best practices in collection and capture of data.

Briefings / Presentations:	• To provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives and enable compliance with organisational policy. • 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, to illustrate analytical techniques and outline findings/results/recommendations. • To prepare and effectively contribute within meetings in a clear, concise and relevant manner.
General	Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

Additional Information:

Contract Type: Established

Training Requirements: None

Car User:	No	Allowance *{per mile / day etc}:*	
Budgetary Management:	No	Authority to £ Value:	
People Management:	Yes	Total Number & Level:	3 Intelligence Analysts (OIB) grade 6.
Post Funding Method:	Established Post		
Owner/source of Funding:	Paul Dawkins		
IT Systems Required:	Microsoft Office, Outlook/Email, Windows NT		
Additional Information:	Must be CTC cleared.		

UNRESTRICTED	VERSION: 2	DATE: 29th March 2006