

**INTELLIGENCE ANALYSTS - FORCE INTELLIGENCE UNIT – HQ CID**  
**(Ref.83/07)**

**£21,501 - £23,847 per annum**

You will be responsible for providing analysis of Force-wide and available partner data for the production of analytical and intelligence products (National Intelligence Model), to inform intelligence development, and operational and strategic decision making.

Applicants should ideally possess a City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent. Applicants not in possession of the minimum qualifications will be required to undertake the Critical Reasoning Test Battery Series and must achieve a pass in both papers. You will also be required to take the Analytical Assessment – a test designed to assess your analytical skills.

It is anticipated that candidates have at least 2 years previous research experience and at least 2 years previous administration experience along with advanced numerical skills, e.g. the use of complex statistical and/or algebraic formulae, forecasting, use of alternative number systems.

The ability to compose original reports and policies at a strategic level is expected along with enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand.

**Closing date: 9<sup>th</sup> August 2007**

**DURHAM CONSTABULARY****JOB DESCRIPTION**

**JOB TITLE:** Intelligence Analyst

**DEPARTMENT:** Headquarters CID  
(Force Intelligence Unit)

**GRADE:** Scale 6

**RESPONSIBLE TO:** Senior Analyst

**JOB PURPOSE:** To provide analysis of Force-wide and available partner data for the production of analytical and intelligence products to inform operational and strategic decision making, and intelligence development.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To undertake Strategic Analysis in support of the Force Strategic Assessment and other intelligence products, as required by the Force Control Strategy and other priority issues.
  - Providing strategic updates for the Strategic Assessment in relation to desk responsibilities and other priority areas
  - Producing Problem Profiles, or other strategic products, in relation to priority areas as required by the T&CG.
2. To undertake operational analysis in support of Level 2 and/or Major Crime operations.
  - To negotiate with the SIO the Terms of Reference for analytical work
  - To provide analytical support to the operation in a timely and accurate fashion
  - To disseminate analytical product in a form agreed with the SIO, including written report, analytical charts and presentations
  - To provide analytical products for court as required by the particular operation, including analytical charts and statements
  - To give evidence in court in relation to analytical work if required.
3. To undertake tactical analysis in support of Level 2 intelligence and operational development
  - To provide tactical analysis in support of the production of the monthly Tactical Assessment for the T&CG
  - To provide tactical analysis with regard to target and problem profiles as required by the T&CG.
  - To provide tactical analysis to assist in the identification and ongoing intelligence development of Organised Crime Groups.

4. To disseminate the intelligence product in an appropriate form to the relevant customer. This includes formal and informal, as well as written and verbal reports, analytical charts, briefings and presentations.
5. Take supervisory responsibility for the Researcher, including:
  - Overseeing and developing the volume, quality and timeliness of the work done by the Researcher
  - Providing on the job training & work familiarisation
  - Identifying the formal training and development needs of the Researcher
  - Complete the PDR (Personal Development Review) for the Researcher.
6. To foster good relations with relevant experts, departments and external agencies in order to increase the quality/relevancy of information/intelligence sources to support the above analysis.
7. To participate in intelligence and analytical conferences and meetings when required representing the Force and analytical profession.

**The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.**

(June 2007)

**DURHAM CONSTABULARY**

**PERSON SPECIFICATION**

**JOB TITLE:** Intelligence Analyst (Headquarters)

**DEPARTMENT:** Headquarters CID  
(Force Intelligence Unit)

<b>EMPLOYEE</b>	<b>THE SUCCESSFUL APPLICANT SHOULD HAVE THE FOLLOWING</b>	<b>ASSESSMENT CRITERIA</b>
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none"> <li>• City &amp; Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent (Applicants not in possession of the minimum qualifications will be required to undertake the Critical Reasoning Test Battery Series and must achieve a pass in both papers)</li> <li>• You will also be required to take the Analytical Assessment – a test designed to assess your analytical skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Test</li> <li>• Sift/Test</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• At least 2 years previous research experience</li> <li>• At least 2 years previous administration experience</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview</li> <li>• Sift/Interview</li> </ul>

<p>Knowledge/Skills/Aptitudes</p>	<ul style="list-style-type: none"> <li>• Advanced numerical skills, e.g. the use of complex statistical and/or algebraic formulae, forecasting, use of alternative number systems</li> <li>• Advanced literacy skills, e.g. composition of original reports, policies at a strategic level</li> <li>• Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Test/Interview</li> <li>• Sift/Test/Interview</li> <li>• Sift/Interview</li> </ul>
<p>Disposition</p>	<ul style="list-style-type: none"> <li>• Able to work under pressure to meet specific deadlines</li> <li>• Able to work on own initiative as well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview</li> <li>• Sift/Interview</li> </ul>
<p>Special Requirements</p>	<ul style="list-style-type: none"> <li>• To be of the highest integrity</li> <li>• To have a respect for diversity and be committed to the principles of Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Sift/Interview/Vetting</li> <li>• Sift/Interview</li> </ul>

**DURHAM CONSTABULARY**  
**CONDITIONS OF APPOINTMENT**  
**ANALYST**  
**FORCE INTELLIGENCE UNIT**

**1. SALARY**

Annual salary will be based on Durham Scale 6 of the Police Staff Council:-

£  
21,501  
22,233  
22,992  
23,847

**2. PENSION**

New employees are required to choose a pension arrangement to which they will contribute on taking up appointment with Durham Constabulary.

The Local Government Pension Scheme.  
The State Earnings Related Pension Scheme.  
A Personal Pension arrangement.

Details of the Local Government Pension Scheme will be supplied to the successful applicant and they will be expected to make their choice before they take up appointment.

**3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION**

All applicants should note that Durham Constabulary applies stringent sickness absence criterion. The employment application form contains a section entitled 'Health' which you should ensure is accurately completed to assist in the recruitment and selection process.

These appointments will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

**4. ANNUAL LEAVE**

Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; Scottish Joint Board; National Crime Squad; National Criminal Intelligence Service; Centrex; Police Service of Northern Ireland; non-Home Office Forces; the Metropolitan Police or as a member of a Local Government Authority. The foregoing leave is in addition to normal public holidays.

The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

**5. PERIOD OF NOTICE**

The appointment will be terminable by 4 weeks notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

**6. PROBATIONARY PERIOD**

Substantive appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly. At the end of the Probationary Period, subject to satisfactory report, you will be transferred to the established staff.

**7. TRAINING**

Durham Constabulary has a positive policy towards identifying and meeting the training needs of all its staff. Accordingly, it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be required to attend job related short courses.

**8. RETURN OF SERVICE/REFUND OF COURSE FEES**

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

**9. OFFICIAL SECRETS ACTS**

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

**10. VOLUNTARY RESERVE FORCES**

Candidates must be prepared to resign from the Military Adult Voluntary Reserve Forces as a condition of their employment. These are defined as the T.A.; the Royal Naval Reserve; the Royal Marines Reserve; the Royal Auxiliary Air Force. Candidates may participate in the Royal Air Force Volunteer Reserve (Training), Air Cadet Organisation, Sea Cadets as an Adult Warrant Officer or Civilian Instructor provided authority is sought from the Chief Constable.

**11. POLITICAL RESTRICTIONS**

No member of the Durham Constabulary Police Staff may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the general duty to promote race equality.

This specifically includes the British National Party.

The Chief Constable is committed to creating a totally anti – racist and inclusive police service and any membership of the above organisations will not be tolerated within Durham Constabulary.

**12. ACCOMMODATION**

These posts are based at Police Headquarters, Aykley Heads. Unless your place of work is changed as a result of an emergency, you will be required to move only after a reasonable period of consultation, which will take into account your reasonable personal requirements. Any additional reasonable travelling expenses which you may incur as a result of a change to your place of work will be met by the Durham Police Authority for the period of the move or for four years, whichever is the shorter.

**13. EQUAL OPPORTUNITIES POLICY**

Durham Constabulary requires a respect for diversity, encourages and is committed to the principles of Equal Opportunities.

**14. WORKING HOURS**

Your working week is one of 37 hours, working 9 a.m. to 5 p.m. Monday to Friday. A 'flexible' working hours scheme is applicable to this post.

**15. TRAVELLING EXPENSES**

Expenses will not be paid for any part of the recruitment procedure

**16. OTHER CONDITIONS**

The other terms and conditions of appointment (including the conditions relative to annual leave and the payment of salary in case of



sickness) will be in accordance with the regulations of the Police Authority and the Conditions of Service for the Police Staff Council.

**17. CANVASSING**

Canvassing, either directly or indirectly, is prohibited.

**18. SMOKING POLICY**

Smoking will not be permitted at any time on Constabulary Sites estate in any Constabulary vehicle or privately owned vehicles whilst used for work purposes if carrying passengers.

**19. JOB SHARE**

This post is considered suitable for Job Share.

**20. ADDITIONAL BUSINESS OR EMPLOYMENT**

Employees must devote their whole-time service to the work of the Authority and must not engage in any other business or take up any other employment without the written consent of the Chief Constable.

**21. CLOSING DATE**

The closing date for receipt of applications for this post is **9<sup>th</sup> August 2007 at 5pm.**

**22. GENERAL**

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

**23. SELECTION PROCESS**

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

Assessment and interviews have been provisionally scheduled for mid/late August.

Please note that applicants who have undertaken one of our tests and been unsuccessful will not be eligible to re-take the test for a period of 6 months.

**24. APPOINTMENT OFFER/ANTICIPATED DATE FOR FILLING THIS POST**

We hope to make a conditional offer of an appointment to this post approximately one month after the closing date. The appointment offer

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will be subject to satisfactory references, medical and security clearances. Should any clearances prove to be unsatisfactory we reserve the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.

This post will be filled as soon as practicable.