

TAYSIDE POLICE

SUPPORT STAFF JOB DESCRIPTION

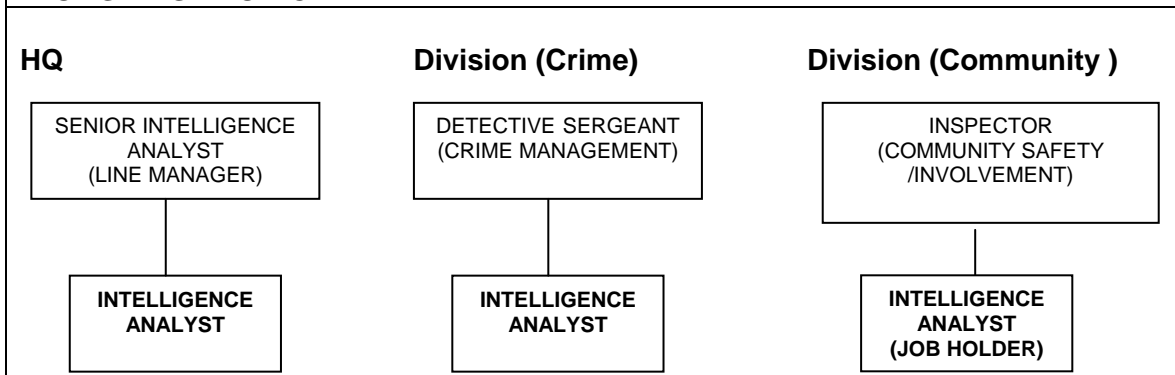
JOB TITLE: Intelligence Analyst/Intelligence Analyst (Community)	DIVISION/DEPARTMENT: HQ Crime Management & Divisions
REPORTS TO (POST TITLE): Senior Intelligence Analyst (HQ) Inspector (Divisions)	WORK LOCATION: Force Intelligence Bureau, Force HQ/Central, Eastern & Western Divisions
POST NUMBER(S):	
DATE OF COMPLETION: 24 Nov 2006	

1. JOB PURPOSE:

To research and analyse information to produce high quality analytical products to support Headquarters Crime Management and Divisional activity.

Provide information to assist operational management in selecting targets, guiding investigations, hotspot management and crime reduction and prevention measures to determine priorities, allocation of resources and business planning, internally and externally.

2. ORGANISATION CHART



3. ACCOUNTABILITIES AND MAIN RESPONSIBILITIES

1. Research and analyse all relevant databases and other sources of information with a view to providing detailed analysis on relevant intelligence. Research all relevant information systems and provide analysis with a view to formulating target packages on active criminals, identification of crime hot spots and crime series for both outside agencies and various units of Tayside Police.
2. Prepare and present intelligence packages, reports, briefings etc. to members of Tayside Police and other agencies as required.
3. Formulate inferences from volume intelligence and identify lines of enquiry and information gaps. Present findings in the form of written reports, charts and formal briefings. Identify links between suspected offenders and committed crimes. Disseminate relevant information to interested parties in the appropriate manner.
4. In line with the National Intelligence Model, utilise various analytical techniques in order to produce high quality intelligence reports including tactical assessments, profiles/packages and brief senior officers on the content and current situation/threat as required. Make recommendations based on these products to aid in investigations and operational activity.
5. Produce and design intelligence charts, diagrams and maps by studying and interpreting data collected applying understanding of the rules of evidence and intelligence standards for recording and dissemination of intelligence material.
6. Identify appropriate crimes that fulfil the criteria for inclusion in the Serious Crime Analysis Section (SCAS) database to aid in the identification of linked serious crime nationally. Thereafter act as the Contact Officer for the force ensuring timely notification of these crimes and relevant documentation is forwarded to SCAS. (Criminal Intelligence Analysts).
7. Carry out research and analysis to highlight longer term issues for inclusion in Strategic Assessment document, as outlined in the National Intelligence Model, to assist with identifying priorities for control strategies.
8. Undertake the role of Administrator of seizure of vehicles under Antisocial Behaviour legislation. Develop and maintain a database of offenders and vehicles, issuing warning letters and seizure notices as required. (Community Analysts).
9. Maintain the security and confidentiality of all intelligence handled in accordance with Force and Departmental guidelines, Data Protection Legislation, etc.
10. Undertake presentations and lectures as required, for example, to officers undergoing training on matters relative to analysis of intelligence.
11. Liaise with other Police Forces and relevant external agencies to both disseminate and collect intelligence.
12. Prepare statistical information and reports in connection with outcomes of strategies.

13. Attend conferences, seminars and meetings where necessary in order to provide or receive information relevant to the process and outcomes of analysing national and local information, to keep abreast of new analytical methods/systems and expand on existing skills to accommodate an environment of constant change.
14. Make best use of technology and budgets in support of role, ensuring correct operation and compliance with Force and legal requirements, and budgetary constraints.
15. If required, prepare and submit statements in relation to the resource material and attend Court if necessary.

4. DIMENSIONS

Working within the HQ Analyst Unit the post holder will provide direct analytical support to the senior intelligence analyst, 4 Field Intelligence Officers, the Confidential Unit, the Drugs and Surveillance Branch and be the leading analyst in intelligence cells (when required).

In Division Intelligence Analysts, provide direct analytical support to C.I.D. and various specialist operational units.

Post holder's analytical reports will support the Force Tasking and Co-ordinating process in line with the National Intelligence Model and influence senior management decision making through recommendations in briefings.

5. PLANNING AND ORGANISING

1. All tasking for the post holder comes through the Senior Intelligence Analyst (HQ Only). Detective Chief Inspector/Detective Inspector in Divisions. Inspector Community Safety for Community Intelligence Analysts.
2. In relation to standard reports/products that are completed on a regular basis the post holder can plan ahead for up to six months (strategic level) and for 1 to 2 weeks (tactical level).
3. Other than standard reports/products the workload of the post holder is largely determined by the priorities of senior management as well as operational requirements, which means planning no more than 1 or 2 days ahead.

6. DECISION MAKING

1. Decide on best practice with regards to analytical techniques/products.
2. Knowledge of national guidelines for standard products and techniques, as outlined in the National Intelligence Model, provide a framework for decision making.

3. In relation to analytical work undertaken make decisions on how to interpret data, how to present it, what the information gaps are and what recommendations to make.
4. Looking at crime or antisocial behaviour and determining those which should be recommended as targets or recommending strategies to effectively deal with the particular issue.

7. INTERNAL AND EXTERNAL RELATIONSHIPS

Frequent daily contact with all Detective officers in C.I.D. and other Specialist Units to gather and disseminate information.

Other police forces and external agencies.

Contact with Senior officers at tasking and co-ordinating meetings.

Serious Crime Analysis Section. Act as the Contact Officer for the Force. (Criminal Intelligence Analysts).

Community planning partners (Community Intelligence Analysts).

8. KNOWLEDGE SKILLS AND EXPERIENCE	
	E/D
Maths (or similar) and English to Higher standard, or equivalent by experience.	E
Knowledge of various computer applications (in particular Microsoft Office) with an ability to adapt to new technology and software packages.	E
Experience of interrogating various databases including open sources such as the Internet	E
Experience in preparing reports, producing statistics, charts, graphs etc. using software packages.	E
Good keyboard skills	E
Research and analysis skills with the ability to interpret complex information	E
Good communication skills, both verbal and written.	E
Demonstrate effective analytical skills	E
Good interpersonal skills and a professional telephone manner	E
Excellent administrative skills	E
Good organisational skills	E
Ability to pay particular attention to detail.	E
Be capable of working as part of a small team.	E
Ability to produce accurate work to a high standard and within given timescales.	E
Display initiative and be able to work with the minimum of supervision	E
Ability to be flexible in approach to work in terms of making use of transferable skills as well as adapting to suit changing tasking priorities.	E
Ability to quality check own work	E
Driving Licence	D
Knowledge and demonstrate an understanding of the National Intelligence Model	D
Experience of criminal intelligence information gathering	D
Knowledge of Police departments and adopted policies.	D
Experience within a law enforcement or legal environment	D
Understanding/knowledge of computerised systems used by Tayside Police.	D
HNC/D or equivalent professional qualification or similar relevant work experience.	D
Experience of giving presentations	D

9. JOB CONTEXT AND SPECIAL FEATURES OF THE POST

The post holder must undertake training as required, most of which is residential.

The post holder must be willing to undergo and pass satisfactorily, security checking to a high status.

10. VERIFICATION

Completion of this Job Description Questionnaire should be an active partnership between the line manager and the post holder, involving discussion and agreement about the role. It is essential that you meet with your manager to discuss and agree the content of your form. Once you have both reached agreement on the final content of the form, you and your line manager should sign the form in the space provided.

As your Divisional Commander/Head of Department has overall responsibility for staff in your Division/Department, they will "sign off" the job description questionnaire, to endorse the details given by the post holder.

Where a post holder reports directly to the Divisional Commander/Head of Department the appropriate member of the Force Executive will be required to countersign the form. Where the post holder reports directly to a member of the Force Executive only the signature of the member of the Force Executive is required.

Agreed by Job Holder

Date

Agreed by Line Manager

Date

Endorsed by Divisional Commander/Head of Department

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Date

**TAYSIDE POLICE
SALARY AND CONDITIONS OF SERVICE**

Post: Intelligence Analyst

Post No: 10336

Division/Dept: Central Division, Crime Management Unit

Location: Police HQ, West Bell Street, Dundee.

Salary Scale: AP2/3 4 £17,100 - £21,003 per annum. **Scale Point** 17 - 24

Pay Review Dates: 1 September

Increment: 1 April annually, (six months after date of start if October to March thereafter 1 April annually)

Frequency of pay: Monthly on 15th

Hours of work - Your working week is 36 hours. Precise details of your days and hours of work are available from your line manager. A flexi time scheme is in operation and details are enclosed.

Annual Leave Entitlement – The basic annual leave entitlement for support staff is 24 days. An additional 5 days entitlement will be accrued on an incremental basis as follows:

Year 1 – 24 days, Year 2 – 26 days, Year 3 – 27 days, Year 4 – 28 days and Year 5 – 29 days. ***Incremental leave will be achieved in the leave year following achievement of service.***

Public Holiday entitlement - 8 days. You will receive public holidays on a pro rata basis to the above.

Pension: All new employees to Tayside Police will be admitted to the Superannuation Scheme to make provision for a pension, ill-health benefits, etc. unless they opt out or are included in the exclusions to the scheme. If you wish to remain in the Scheme you are required to contribute 6% from your salary. You will receive an option form at the time of joining Tayside Police.

Miscellaneous

Confidentiality - Data Protection Act etc.

This post is open to job share.

All part time/job share posts will have terms and conditions of employment calculated on a pro rata basis where applicable.

During your employment with Tayside Police, terms and conditions of your employment will be determined by collective agreements negotiated by the Police Support Staff

Council (Scotland) and/or amended/supplemented by collective agreements negotiated between Tayside Police and the recognised trade union(s).

INTELLIGENCE ANALYST (AP 2/3) CAREER GRADE STRUCTURE

Spinal Column Point	Entry Point	Bar
17 AP 2	<p>Trainee Intelligence Analyst</p> <p>Meets the essential requirements of the person specification.</p>	
20 AP 2		<p>Trainee Intelligence Analyst</p> <p>Meets the essential requirements of the person specification.</p> <p>Successful completion of the following courses:</p> <p>Anacapa CPA 1 CPA 2 I 2 SCRO/PNC Integrity</p> <p>and</p> <p>A total of six months experience within a Divisional Intelligence Analyst Unit and six months experience within Headquarters Intelligence Analyst Unit.</p> <p>or</p> <p>At least one year's previous experience in a similar role</p> <p>and</p> <p>Portfolio of work to agreed standard as assessed by Senior Analyst, Director of Intelligence and Head of Analyst Training at Scottish Police College</p>
21 - 24 AP 3	Intelligence Analyst	

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