



**PERSON SPECIFICATION  
LEICESTERSHIRE CONSTABULARY  
SHORT LIST**

<b>AREA:</b>	East Midlands Special Operations Unit	<b>JOB TITLE:</b>	Intelligence Analyst	<b>WEEKLY HOURS:</b>	37
<b>SECTION:</b>	Regional Intelligence Unit	<b>GRADE:</b>	6/SO1	<b>VERSION:</b>	1
<b>POST NO:</b>	XS009	<b>STATUS:</b>	Established	<b>VERSION DATE:</b>	02/06/10
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>			
<i>Justifiable as necessary for safe and effective performance of the job.</i>	<i>A clear definition of the necessary criteria.</i>	<i>Where available, elements that contribute to improved/immediate performance in the job.</i>			
<b>EDUCATION</b>	To be educated to 'A' level standard or equivalent in a relevant subject (i.e. Mathematics, Statistics)	To be educated to Degree standard or equivalent in the field of statistics or operational research or social science.			
<b>WORK EXPERIENCE</b>	<p>To demonstrate experience in an analytical environment where it has been necessary to undertake data analysis or research work</p> <p>To demonstrate experience of preparing and producing complex written research-based reports for senior managers.</p> <p>Demonstrate a comprehensive working knowledge of IT software including Microsoft Word, Excel, Power point and statistical analytical packages</p>				
<b>PERSONAL &amp; INTERPERSONAL SKILLS &amp; APTITUDES</b>	<p>Demonstrate an ability to communicate confidently at all levels</p> <p>Demonstrate an ability to work with limited supervision, planning and prioritising own workload and making multi-factor decisions within agreed policy</p> <p>Demonstrate experience of working in a confidential and sensitive environment</p>		<p>Demonstrate comprehensive working use of Microsoft Access</p>		
<b>SPECIAL SKILLS</b>	<p>To be able to demonstrate skills in proactive and creative research and analytical techniques</p> <p>Ability to demonstrate respect for other people's views and to respect race and diversity</p> <p>Maintain tactful and professional approach and ensure that working practices are consistent</p> <p>Must be SC and MV Security cleared</p>		<p>To have knowledge of relevant legislation (i.e. ECHR, RIPA, Data Protection)</p> <p>To demonstrate an understanding of the National Intelligence Model(NIM)</p> <p>To demonstrate knowledge of I2 or similar intelligence mapping models</p>		



Leicestershire  
Constabulary



## ROLE DESCRIPTION

### LEICESTERSHIRE CONSTABULARY

**Job title:** Intelligence Analyst

**Post no:** XS009

**Scale:** 6

**Responsible to:** Senior Analyst, Regional Intelligence Unit, EMSOU

**Responsible for:** No direct responsibility for other staff

**Contacts:** Officers of the Force and of other Forces; support staff in Departments and Areas, professional organisations.

**Role:** To provide relevant and accurate information and analysis which will inform and influence decisions allowing the effective deployment of operational resources.

### Key Duties & Responsibilities:

**National Intelligence Model** To produce the four key intelligence products for tasking and Co-ordination Groups

**Analysis / Research** To provide reports and information about crime trends and patterns  
To examine and research complex crime patterns and provide recommendations about deployment of resources  
To compile criminal and other profiles on individuals and groups involved in criminal activity and use the information to predict patterns and trends.  
To provide sufficiently detailed and accurate information to enable management to efficiently deploy resources  
To proactively apply the analytical techniques and products as developed by the NIM.

**Information Technology** To understand and utilise a number of IT software applications at an advanced level in order to produce proactive intelligence reports (e.g. CIS, Insight, OIS, I2, and PNC).

**Development** To keep up to date with changing intelligence analytical techniques  
To maintain an understanding of the operational environment to give effective focus to analysis.

**Briefings / Presentation** To give structured and detailed briefings to senior police officers, internal and external staff to update on all key facts and issues as required  
To conduct presentations to staff as required, to illustrate analytical techniques and outline findings/results./recommendations

**General**

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 Force objectives and priorities.

The post-holder will be required to be security cleared to SC and MV level. (If the post-holder does not hold a clearance of this level at the time of appointment, the appointment will be subject to successful application and maintenance of this level of clearance).

The roles of staff on the EMSOU have been designated as 'High Risk Posts' within the meaning of the Drug and Alcohol Misuse Policy. Successful applicants may be required to submit themselves for routine drug and alcohol testing in line with that policy whilst employed on the unit.