



## ROLE PROFILE

<b>Role Title:</b>	<b>Intelligence Analyst</b>
<b>Department/Unit:</b>	<b>ERSOU</b>
<b>Rank/Grade:</b>	<b>SO1</b>
<b>Reporting to:</b>	<b>To be advised</b>
<b>Main purpose of the role:</b>	To collate and interpret information from a wide variety of sources, producing high quality products in support of regional and national policing requirements. Directly support intelligence operations and projects and take ownership for developing strategic intelligence projects in order to assess threats, risks and vulnerabilities in respect of current issues and emerging trends. To operate in accordance with national standards for covert intelligence activity. To contribute to achieving the vision, mission and values of Bedfordshire Police and the Eastern Region Special Operations Unit.

### Key Responsibilities

- Collect, collate, evaluate and analyse information from a wide variety of internal and external sources relating to activity of national security concern, policing processes or law enforcement matters. Produce high quality products in support of regional and national policing requirements, clearly identifying threat and risk.
- Analyse relationships between different entities to establish associations and hierarchy. Use this to identify gaps in intelligence, possible points of intervention and make recommendations to facilitate the disruption of activities.
- Provide fit for purpose analytical products that support operational needs, developing inferences and utilising problem solving techniques through hypotheses testing. Continuously review the intelligence picture and ensure analysis is supported and current. Identify what research and analysis is required to support operations and self-task.
- Analyse sensitive intelligence, fuse with overt intelligence and data, and parallel source where necessary. Have advanced knowledge on the research guidelines and handling conditions of sensitive intelligence.
- Take ownership of developing strategic intelligence projects to assess threats, risks and vulnerabilities relating to current issues and emerging trends. Use your assessment to facilitate the targeting and investigation of activities and give direction to local, regional and national managers.
- Make use of structured analytic techniques, continually questioning and reviewing your work to ensure it stands up to scrutiny from others. Follow national guidance on analytic writing practices and take an active role in peer review of products.
- Produce products to an evidential standard, ensuring correct procedures are followed and providing advice to lead investigators throughout this process. Where required attend case conferences with CPS and present evidence at court.
- Present results of analysis both verbally and in written format and take an active role in briefings, debriefings and operational review meetings.
- Develop positive working relationships with internal and external colleagues and use these relationships to produce clear terms of reference, inform analytical assessments and develop your focus area. Respond to national requirements and represent your region at national meetings as required.
- Build advanced knowledge and expertise in your area of focus, taking responsibility for maintaining your awareness and understanding of changes to this area, and sharing with others across the region and wider network. Take ownership of making improvements to practices and processes where required.
- Where required, undertake live incident training and maintain skills required to support the policing network in the event of a crime in action or no-notice attack. Use intelligence and data from a variety of sources in a fast pace environment to challenge accounts, test hypotheses and provide opportunities to mitigate threat and risk.
- Maximise information technology to identify and analyse complex data and contribute to the review and implementation of relevant business processes. Work with ERSOU and other organisations to evolve the



## ROLE PROFILE

analytical approach taken, identifying new opportunities and methodologies, and providing training or support to others.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Entry Requirements
<b>Essential</b> <ul style="list-style-type: none"> <li>Ability to work with Windows based software (Excel, Word, PowerPoint)</li> <li>Experience in working with customised databases and computer packages</li> <li>Well-developed numeric, analytical and research techniques</li> <li>Excellent communication skills, both written and verbal</li> <li>Flexible approach to work and ability to self-motivate</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Accredited through the Intelligence Professionalisation Programme (IPP) (desirable)</li> <li>Completed Analytical training (NIAT, GIAT, DIAM)</li> </ul>

Any other General Requirements/Scope
<ul style="list-style-type: none"> <li>The post holder will be required to travel to different locations across the region and nationally for meetings/training events.</li> <li>If using a private vehicle then business insurance needs to be organised by the individual.</li> <li>The post holder may be required to work additional hours.</li> <li>Vetting is required, as advised by the Vetting Unit.</li> <li>The post holder will be expected to undertake training as and when required.</li> <li>The post holder will be expected to comply with health and safety requirements.</li> </ul> <b>Obligatory Requirements</b> <ul style="list-style-type: none"> <li>Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.</li> <li>There is a requirement for the role holder to meet the probationary objectives set.</li> </ul>

Personal Qualities(Behavioural Competencies)
<b>We are emotionally aware</b> I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.
<b>We take ownership</b>



## ROLE PROFILE

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.