

## Eastern Region Special Operations Unit



### ROLE PROFILE

<b>Role Title:</b>	<b>CTP Intelligence Analyst</b>
<b>Rank/Grade:</b>	<b>Scale 6 / SO1</b>
<b>Department/Unit:</b>	<b>ERSOU CTP</b>
<b>Reporting to:</b>	<b>Senior Intelligence Analyst</b>
<b>Main purpose of the role:</b>	To collate and analyse information from a wide variety of sources, producing high quality products in support of regional and national policing requirements. Take ownership of developing strategic intelligence projects in order to assess threats, risks and vulnerabilities in respect of current issues and emerging trends. Directly support intelligence operations and projects in accordance with the CONTEST Strategy and regional and national requirements. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>To support intelligence operations and projects in accordance with the CONTEST Strategy and regional and national requirements. This will be achieved through the timely delivery of National Intelligence Model (NIM) products which are used to inform the decision making process.</li> <li>To collect, collate, evaluate and analyse information from a wide variety of internal and external sources relating to suspected terrorist activity, policing processes and law enforcement matters in order to produce high quality products in support of regional and national policing requirements.</li> <li>Analyse relationships between different entities to establish associations and hierarchy. Use this to identify gaps in intelligence, possible points of intervention and to make additional recommendations to facilitate the disruption of terrorist or other related activities.</li> <li>Take ownership to develop strategic intelligence projects to assess the threats, risks and vulnerabilities in respect of current issues and emerging trends identified from intelligence reports and current affairs. Use your assessment to facilitate the targeting and investigation of terrorist activities. This work will give direction to local, regional and national managers who will allocate resources accordingly.</li> <li>Develop positive working relationships with internal and external colleagues and use these relationships to inform analytical assessments and develop your focus area.</li> <li>Provide analytical support to investigations and projects as directed by the Senior Intelligence Analyst.</li> <li>Attend residential training courses lasting up to two weeks.</li> <li>Assume other such duties as may be reasonably required from time to time under the direction of the Senior Intelligence Analyst.</li> <li>On exceptional occasions of high demand there may be a requirement to work for short periods of time at other locations across the UK. This will be negotiable with the Senior Intelligence Analyst. Where necessary hotel accommodation will be provided and expenditure reimbursed.</li> </ul>	

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

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<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	Not applicable

#### Entry Requirements

- Ability to work with Windows based software (Excel, Word, PowerPoint)
- Well-developed numeric, analytical and research techniques
- Excellent communication skills, both written and verbal
- Flexible approach to work and ability to self-motivate
- Accredited through the Intelligence Professionalisation Programme (IPP) (desirable)
- Completed Analytical training (NIAT, GIAT, DIAM) (desirable)

#### Any other General Requirements/Scope

- The post holder will be required to travel to different locations across the East region for meetings/training events.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the Vetting Unit.
- This post is deemed to be a designated post. Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to management vetting assessment every 7 years. National security vetting clearances are also reviewed every 10 years.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- Both levels of competencies are shown below, in order for relevant level to be worked to dependent on grade.

#### Obligatory Requirements

- Before commencement of this appointment, this role may be subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.



## ROLE PROFILE

### Personal Qualities(Behavioural Competencies) – Level 1 (Scale 6)

#### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

#### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

#### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

#### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

#### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.



## ROLE PROFILE

### Personal Qualities(Behavioural Competencies) – Level 2 (SO1)

#### We are emotionally aware

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.

#### We take ownership

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.