



ROLE PROFILE

Role Title:	Intelligence Analyst
Department/Unit:	Strategic Services Improvement Analyst
Rank/Grade:	SO1
Reporting to:	Senior Intelligence Analyst
Main purpose of the role:	To support Bedfordshire Police in achieving its objectives by undertaking intelligence analysis using standard analytical techniques and producing National Intelligence Model products according to Force standards. To contribute to achieving the vision, purpose and values of Bedfordshire Police.

Key Responsibilities	
<ul style="list-style-type: none"> Assist in the development and delivery of key products such as Tactical Assessments, Strategic Assessments, Control Strategy, Intelligence Problem Profiles. Assist with the implementation of standard practices for forward-looking and predictive analytical products to support hot spot management, offender targeting, crime/incident series management and public protection/crime reduction initiatives. Maintain an understanding of statutory and national developments in Intelligence Analysis. Support statutory and legislative data provision processes including FOI's. Support the tactical, predictive, operational & evidential support processes (including working with law enforcement and CSP partners) through the use of analysis and research. Prepare and deliver briefings, analytical data, charts, maps etc. at meetings and present evidence in court proceedings. Support the delivery of the business transformation cycle. <p>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.</p>	

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

Psychological Assessment	To be confirmed
Return on Investment	Not applicable

Entry Requirements
<p>It is essential that the post holder has:</p> <ul style="list-style-type: none"> Proven record, or experience of using, analytical skills and ability to understand intelligence that affects or may influence the objectives and strategic direction of the Force. Ability to work unsupervised, on own initiative and to work to deadlines. Ability to manage high volumes of complex information. Possess a methodical and analytical approach with an ability to explain decisions and rationale clearly and accurately. Excellent knowledge of computer software working with customised data bases and computer packages including excel High level of interpersonal skills with the ability to build trust, confidence, credibility, consensus and integrity in the delivery of services.



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It is essential that the post holder will need to demonstrate:

- High level of integrity and discretion.
- High Standards of Personal Responsibility and People Skills. Good professional understanding of the equalities act and demonstrate compliance across the team.

Any other General Requirements/Scope

- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may occasionally be required to work additional hours.
- Vetting is required, as advised by the Vetting Unit.
- 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.
- To take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- 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.
- There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)
<p>We are emotionally aware</p> <p>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.</p>
<p>We take ownership</p> <p>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.</p>
<p>We are collaborative</p> <p>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.</p>
<p>We deliver, support and inspire</p> <p>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.</p>
<p>We analyse critically</p> <p>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.</p>
<p>We are innovative and open-minded</p> <p>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.</p>