

## Eastern Region Special Operations Unit



### ROLE PROFILE

<b>Role Title:</b>	<b>ERSOU CTP Higher Intelligence Analyst</b>
<b>Rank/Grade:</b>	<b>PO1</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Senior Intelligence Analyst</b>
<b>Main purpose of the role:</b>	To manage, guide, mentor analytical staff and co-ordinate the provision of appropriate analysis in support of the regional priorities.

Key Responsibilities	
<ul style="list-style-type: none"> <li>• Co-ordinate and manage the work of the team, ensuring the work is allocated effectively and fairly amongst the team, motivating and supporting team members to achieve their objectives, monitor the progress and quality of the work of team members to ensure a high level of service is provided.</li> <li>• Develop the technical knowledge and skills of the team, providing support, guidance and feedback on their development and encouraging them to take responsibility for their own learning.</li> <li>• Support and encourage the team to identify, develop and implement new ideas in order to continuously improve products, services and processes.</li> <li>• Establish the objectives of intelligence analysis products through negotiation and agreement with key stakeholders. Win the support of colleagues and other stakeholders.</li> <li>• Plan how analysis will be undertaken, seeking views from people in your area of responsibility, identifying any priorities or critical activities and making best use of the available resources.</li> <li>• Develop the use of Performance Analysis within the unit ensuring Intelligence and Performance analysis are utilised together to inform business planning.</li> <li>• Produce and deliver strategic briefings and situational reports for internal and external stakeholders, ensuring that all material is appropriate and where necessary deconflicted.</li> <li>• To deputise for the Senior Analyst when required.</li> <li>• Represent the Eastern region at meetings hosted by the Counter Terrorism Police Network.</li> <li>• The post holder will carry out other such reasonable duties as may be required.</li> </ul>	
<p><b>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.</b></p>	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

<b>Agile Working</b>	To be confirmed
<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed
<b>Limited Duties</b>	To be confirmed

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### Entry Requirements

#### Minimum Entry Requirements:

- Minimum of three years analytical experience.
- Ability to work with customised databases, i2 and GIS applications.
- Excellent computer skills including use of Windows based software (Excel, Word and Powerpoint).
- Experience of process improvement and management
- Management training or qualification (desirable)
- Previous experience in a Counter Terrorism environment (desirable).
- Completed Analytical training (NIAT, GIAT, DIAM) (desirable).

### Any other General Requirements/Scope

**Line Managers should, through consultation with their staff, identify which 'Effective Performance' elements of each actively are relevant to the role.**

#### Responsible for:

- Line management responsibility of the Analytical team (Analysts and Researchers).
- Working closely with a Senior Analyst you will agree 'Terms of Reference' and resource allocation.
- Provide analytical expertise in support of investigations. Being prepared to work at sites across the Eastern region.
- Support the professional development of Analysts and Researchers in conjunction with the Senior Analyst.
- Professional lead for Performance Analysis in the unit.
- **Section/Location:**  
Hertfordshire
- **Hours:**  
The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management and the post holder.
- **Transport:**  
The post holder will be required to use their own vehicle so the individual will need to ensure that they have business use cover within their insurance. The post holder may be required to travel for business purposes.
- **Vetting:**  
The post-holder will be subject to management vetting assessment every 7 years. National security vetting clearances are reviewed every 10 years. The post-holder must be a UK national.

#### Other Requirements

- The post holder will be expected to undertake training as and when required

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- The post holder will be expected to comply with health and safety requirements

#### **Obligatory Requirements**

- Before commencement of this appointment, this role is 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.

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#### Personal Qualities(Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

##### 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

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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.