



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### POA CATEGORY CODE:

**DIRECTORATE:** Investigation & Intelligence

**STRAND/DEPT:** Force Intelligence Bureau

### FAU:

**SECTION:** Intelligence Analysis

**JOB TITLE:** **INTELLIGENCE ANALYST**

**REPORTS TO:** Intelligence Analysis Manager

**CURRENT RANK/GRADE:** **E**

**DATE:** July 2024

### 1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To effectively conduct analysis at strategic, tactical, and operational levels, using the appropriate analytical techniques to identify gaps, patterns, and trends, assess threats and make recommendations to support decision making, prioritisation and resource allocation. Drive intelligence collection and direct resources to fill intelligence gaps to improve organisational understanding of the biggest threats to Merseyside.

### 2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Identify and scope problems to ensure effective delivery of analytical products. Establish and interpret requirements to ensure the needs of key stakeholders are met. Engage, influence, and negotiate with stakeholders and managers to draw up clear terms of reference during the commissioning of analytical products and services to manage scope, resourcing, and timescales. Evaluate products produced to ensure they have met the needs of the customer and to promote continuous improvement.
- b) Take a leading role in the intelligence collection process by collecting and evaluating data and information to identify and highlight intelligence gaps. Contribute to the creation of intelligence collection plans and take ownership to focus appropriate resources to drive activity. Direct and advise Intelligence Researchers in the structured collection and collation of data and maintenance of databases for use in analysis.

- c) Analyse a wide range of data from a variety of sources at a strategic, tactical, and/or operational level, identifying and using appropriate analytical techniques and tools to identify and interpret gaps, patterns, and trends.
- d) Develop inferences and hypotheses that go beyond the facts, to assess threat, harm and risk and identify intelligence/information gaps. Test these inferences and hypothesis using structured analytical techniques (SATs) and make recommendations in support of decision-making prioritisation and resource allocation. Ensure assessments give the decision maker an understanding of the confidence and likelihood of an outcome, using standard probability language.
- e) Develop SMART (Specific, Measurable, Achievable, Relevant and Timely) analytical recommendations based around identified intelligence/information gaps and collaborate with subject specialists (internally or externally) to develop operational recommendations to assist decision makers in directing activity/resources required to resolve the problem.
- f) Develop and maintain relationships with key internal and external stakeholders and partners, to share data, information, and analysis, and collaborate where appropriate to maximise efficiency and impact, considering all sensitivities and adhering to all legal requirements and data sharing agreements.
- g) Maximise the use of specialist software to support analysis, interpretation, storage, and presentation of complex data to meet the needs of the audience in the most effective and efficient way.
- h) Present written and/or verbal briefings and intelligence products to stakeholders to provide a clear and concise evidence-based understanding of issues, including providing advice and guidance, in a structure which best meets the needs of the audience. Be able to prepare deliver and present analytical products for use in court proceedings, and present in court as a witness, as required.
- i) Attend all required training and undertake Continuous Professional Development (CPD) to ensure current skills and knowledge of analytical techniques, specialist software and relevant legislation is maintained. Contribute to the development and application of analytical tools and techniques and engage with the national analysis community to ensure products adhere to best practice.
- j) Input, evaluate and disseminate intelligence from any source, including self-generated material or information, onto the Force intelligence system in a timely manner to inform the intelligence

picture enabling the Force to respond to Threat, Harm and Risk of any kind and maximise opportunities to develop Covert Human Intelligence Sources (CHIS), making referrals to the CAB where appropriate.

- k) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- l) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Be educated to Degree level equivalent and /or have some experience working in an intelligence / analytical environment.

To be fully conversant with intelligence analysis techniques as set out by the National Intelligence Model (NIM) minimum standards, NPJA Practice Advice on Analysis 2008 and College of Policing Authorised Professional Practice. Keep up to date with any development in the wider intelligence analysis community and remain current with changes in procedure and practices.

To have a proven ability of effectively utilising a wide variety of necessary specialist IT systems, including i2 Analyst Notebook, Northgate XD mapping software, Niche, Delphi, Corvus, PND, NAS, PNC, Chorus, CyComms, and be fully conversant in Microsoft Office products such as Word, Excel and PowerPoint, to present data, products, and assessments clearly for a variety of audiences with differing requirements.

The postholder will be fully conversant with relevant legislation and practice, including the National Intelligence Model (NIM), Regulation of Investigatory Powers Act (RIPA 2000), European Convention of the Human Rights Act (ECHR 1953), Management of Police Information (MOPI 2005), Data Protection Act (DPA 2018), Criminal Procedures and Investigation Acts (CPIA 1996) and the Intelligence Professionalisation Programme (IPP).

Have knowledge of the Force Intelligence priorities, relevant emerging issues, and trends, to support your decision-making processes in order to provide effective intelligence products and assessments to internal and external customers.

Ability to communicate effectively, both verbally and in writing as well as having proven ability to prepare and present reports with excellent visual communications skills, to facilitate the presentation of complex data in a simple and understandable format, to meet the needs of differing audiences.

Lateral thinker who can evidence ability to think critically and creatively to problem solve. Proven ability to plan for the collection of, collation and assimilation of large amounts of complex data to produce assessments that go beyond the facts and offer decision makers insight.

Postholder to be self-motivated, focussed, and able to use own initiative to plan and organise own workload to meet the needs of their unit, department, and wider Force.

The postholder must be able to work collaboratively and build and maintain strong working relationships both in the department, and with key partners across the force and externally to help develop a network of enablers to assist with time critical or complex problem solving.

Post holder to demonstrate professional curiosity, taking ownership for problem solving and be willing to be a driving force in coordinating resources and implementing recommendations to address issues.

The post holder must be skilled in an ability to negotiate and influence to ensure analytical resources are used to best effect in the commissioning of products or services, and that issues are prioritised and resourced according to analytical recommendations.

The postholder is responsible for becoming an IPP certified intelligence professional, and completing all training linked to their role's core competencies to reach a standard of nationally recognised occupational competence.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### **4. RELATIONSHIPS:**

**(a) *Supervisory responsibilities:***

Intelligence Analysts will not have any supervisory responsibility, however, there is the expectation that Analysts will be proactive in directing Intelligence Researchers and Intelligence Development Officers to assist with research and intelligence collection to identify issues, maintain accurate databases and fill intelligence gaps.

**(b) *Supervision Received:***

The postholder will report directly to the Intelligence Analysis Manager but will be expected to use own initiative, work with minimum supervision, and drive their area of business with customers, stakeholders, and other partners to ensure issues are addressed timely.

If based in Source Unit, Analyst will report directly to Sgt Source Controller, but seek professional analytical advice and guidance from Intelligence Analysis Manager in Force Analysis Unit.

If based in Investigative Support Unit, Analyst will be tasked generally by the Supervision of the team they are aligned to, including but not limited to Major Crime Unit, Firearms Investigations Team (FIT), but will be supervised by and seek professional analytical advice and guidance from Intelligence Analysis Manager.

**(c) *Other Contacts:***

**(i) *Within Merseyside Police:***

Daily contact with operational police officers and senior decision makers to negotiate terms of reference and advice regarding matters of deployment/activity and tasking.

Regular contact with police officers and staff of all ranks and grades, to seek subject matter expert advice and guidance, exchange intelligence / information and to brief personnel as required, with an expectation to promote the intelligence function, and encourage the submission of intelligence.

Daily contact with Intelligence Researchers and Intelligence Development Officers (IDOs) to set the direction of research and development of intelligence to address Threat, Harm and Risk to the Force.

Engagement with Corporate Support and Development (CSD) Analysis function for collaboration purposes.

**(ii) *Outside Merseyside Police:***

Regular contact with other Forces (including departments equivalent to Force Intelligence Bureau), law enforcement agencies, Northwest Regional Organised Crime Unit (NWROCU), National Crime Agency (NCA), Borders Threat Assessment Centre (BTAC), national analytical community groups e.g. National Analytical Business Group (NABG) and National Analytical Capabilities Board (NACB), and all other

partnership agencies (e.g. Local Authorities, Merseyside Fire and Rescue Service (MFRS), NHS, Social Services etc) to exchange information/intelligence, analytical products and facilitate collaborative working where appropriate.

Regular contact with partner agencies for data sharing or collaboration purposes.

## 5. **CONTEXT:**

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

The four analytical teams in FIB are: Strategic Intelligence Analysis, Tactical Intelligence Analysis, Local Intelligence Analysis and Investigations Support, and there is an embedded Analyst aligned to the Source Unit.

There are multiple designated working areas across the Force for Analysis teams, of which the postholder will be aligned to one based in which team they are appointed. The postholder is expected to attend this location.

The Analysis function centrally reports to the Operational Command Centre (OCC) Speke, Liverpool, L24 8DA. However, the postholder at any time during their employment can be required to primarily report to and work from another station or police building, as directed by operational or departmental requirements.

The postholder can be required at any time to work in any of the Analysis teams within the portfolio, as directed by operational or departmental requirements.

The postholder will work within the Merseyside Police flexi-time scheme, core hours from Monday to Friday between 07:00 - 19:00 but should have a flexible approach to working hours due to the unpredictable nature of the emergency services. Postholder may be required to participate in a duty rota system to ensure that the core hours of the unit (07:00 – 19:00) are appropriately staffed.

The postholder will be expected to participate in an out of hours “on-call” rota from weekdays between 19:00 – 07:00 hrs, and on weekends and bank holidays, and participate in a day rota on working weekdays, to ensure live Crime In Action incidents have analytical support as deemed necessary according to the discretion of the FIB Duty Inspector in accordance with the On-Call Operating Procedure. They will be expected to report to the Operational Command Centre, Speke to fulfill this duty if called upon, as required.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Work in accordance with National Intelligence Model (NIM) frameworks, national guidance, and Intelligence Professionalisation Programme (IPP) role profile as a minimum standard. The postholder should ensure that the working practices of the department are in line with legislation covered by the Regulation of Investigatory Powers Act (RIPA), European Convention of Human Rights (ECHR), Health & Safety, Data Protection Act (DPA), Management of Police Information (MoPI), Police Regulations and Discipline Codes, Force and Area plans and strategic assessments. Other legislation, Codes of Practice and Force Policy relevant to the role.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** N/A

**Other:** Delivery of Analytical products directly impacts on the ability of Senior Managers and partners to prioritise and allocate resources effectively. Failure to do so could result in wasteful use of police resources.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

This is a developing role within the force and nationally. The role and function can often be misunderstood, so as a representative of FIB and the analytical community, there is a responsibility in this role to market the department, the role, and the function of the NIM business model to ensure wider understanding and effective tasking of the resources.

An Analyst will be considered a Subject Matter Expert (SME) for a particular area of business. An ability to keep up to date with any changes or external influences on the area of business is key, as is an ability to communicate that in the best way to others to ensure effective deployment of resources against it, and awareness.

As an SME, the Analyst will be responsible for assessing information and giving insight to decision makers, often in senior leadership roles, to help them to resource and plan for activity. To do this effectively, the post holder will need to build confidence and trust in the intelligence and policing community, so that their assessments can be relied on, and an ability to communicate assertively and negotiate and influence.

To ensure analytical and other FIB resources are being used effectively, there is a requirement to negotiate and influence stakeholders at all levels of the organisation at the commissioning stage, who are looking to the analyst for advice and guidance on what products or services are required.

The postholder must become certified as an intelligence professional by Merseyside Police in conjunction with the College of Policing and maintain their Intelligence Professionalisation Programme (IPP) certification. Analysis is a highly skilled profession and requires the post holder to be responsible for their own development, attending regular internal or external training and CPD in specialist techniques and software and regular reading and engagement in the wider analytical community to keep knowledge of the profession and any changes in best practice current.

The postholder may be required to attend court proceedings to act as a witness on any investigation worked on.

## **8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The postholder will be required to undertake an assessment during recruitment to ensure they are appropriately skilled prior to being accepted into role.

The Analyst may as part of their role meet regularly with Prosecuting Counsel and Crown Prosecution Service (CPS) where a communications data strategy has been set and where postholder will deliver findings that are to be used in forthcoming murder/investigation trials.

To have specialist knowledge and experience in the interpretation of telecommunication data and to impart this knowledge and experience across the Force (as the need arises) and particularly to staff within FIB.

The postholder must maintain confidentiality and trust at all times and on all matters and may on occasions be required to deal with issues of a sensitive and / or confidential nature.

Possession of a full driving licence is desirable to allow travel between Local Policing Areas / Departments/Outside agencies as required.



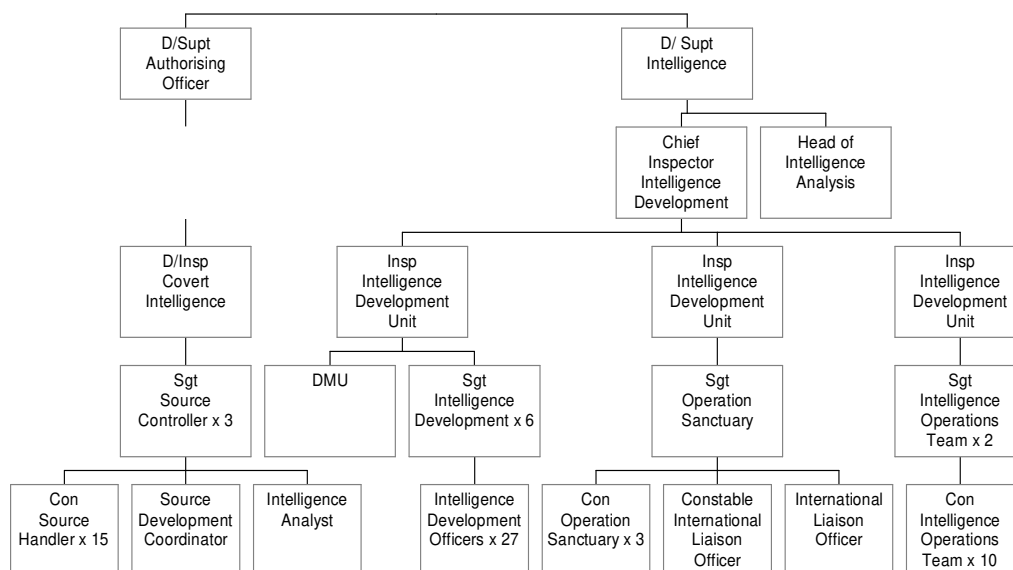
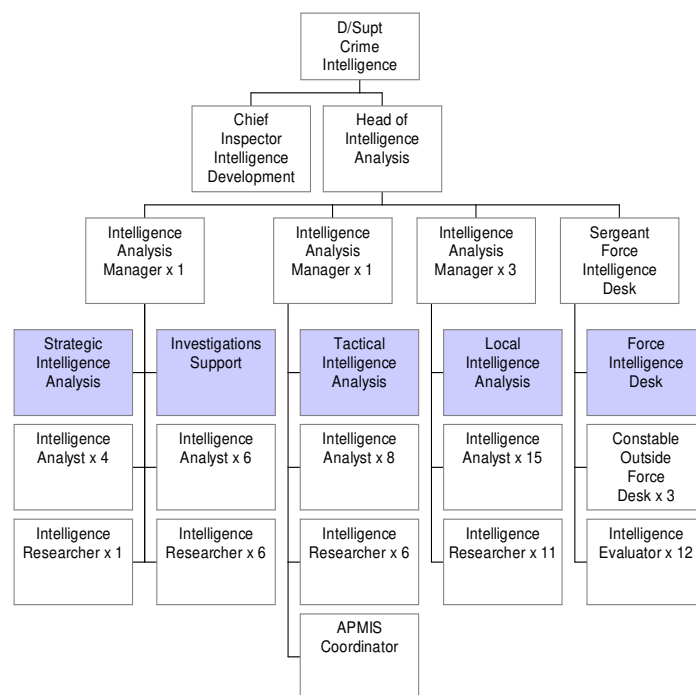
## 9. VETTING LEVEL / POLITICALLY RESTRICTED :

(What level of vetting is required for the post and is it classed as a politically restricted post).

Postholder must be Management Vetted (MV) and may, depending on where the postholder is located and responsibilities of role, be required to be subject to additional vetting checks.

## 10. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**11. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn