JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:
DIRECTORATE: NWROCU (Regional Organised Crime Unit)
AREA/DEPT: North West Region
FAU:
SECTION: **TACKLING ORGANISED EXPLOITATION**
JOB TITLE: **DATA INSIGHT ANALYST**
REPORTS TO: Senior Analyst
CURRENT RANK/GRADE: GRADE
DATE: February 2022

1. JOB PURPOSE:

To support the development of data–led products and techniques, automated where possible, within TOEX, working with Intelligence Analysts to build enriched intelligence products to support operational decision making.

Information Only- The Tackling Organised Exploitation Programme (TOEX) has been commissioned to contribute to a whole systems approach to improve the response to the 'exploitation of the vulnerable' within the current National Strategic Assessment of Serious and Organised Crime, developing a model that supports an enhanced intelligence picture to inform activity; operational tasking and coordination; and capability development.

This role will be based within one of the Regional Organised Crime Units (ROCUs). These units form a critical part of the national policing network, provide a range of specialist policing capabilities to forces which help them to tackle serious and organised crime effectively.

2. PRINCIPAL ACCOUNTABILITIES:

1)   Apply the TOEX operating model to undertake data acquisition, collation and conflation activities in order to deliver the required insight and analytics tools to the Intelligence Analyst. Enhanced intelligence gathering which impacts of the value of the end intel product – More in-depth, more timely, incorporating larger data sets.

2)   Identify and develop access to new sources of information to support intelligence analysis products. Wider analysis of multiple sources enhances intelligence picture - data visualisations with functionality to highlight vehicles, phones, finances.

3)   Undertake development work assigned by the Intelligence Development Manager in order to ensure that TOEX systems keep up technological pace with advances in criminality. Develop tools for analysis which can be used by the wider TOEX team within other regions – linking data sources from outside policing systems, translator tools, algorithms to highlight patterns and trends.

4)   Liaison with other internal and external colleagues to progress/resolve technical solutions/issues and reduce the burden of manual systems.   Tools for intel analysts and researchers. System testing and de-bugging within local region to support the implementation of the TOEX national intelligence and performance framework.

5)	Maintain awareness of both national and regional priorities around organised exploitation. Inform and direct the focus of data insight work – e.g. crypto currencies, messaging platforms, MOs on known OCGs.

6)	This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.

7)	Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the post holder's areas of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3a. KNOWLEDGE AND EXPERIENCE:

Esssential Criteria

a)	Experience with the discipline of Data Analysis.

b)	Experience of using of relevant technical platforms (e.g. Sequel/SQL, O365 in particular Visual Basic, Power BI, and MS Azure) to drive effectiveness and efficiency in service delivery.

c)	Experience in preparing, developing and delivering intelligence research from a wide variety of sources, to inform analytical products.

d)	Knowledge of relevant legislation and/or guidance for example; General Data Protection regulation, Information Sharing, Disclosure, Data Protection and RIPA.

e)	Ability to manage multiple tasks through effective time management and assessment and prioritisation of workloads

f)	Good communicator with the ability to interpret and explain complex and technical issues to a non- technical audience

g)	Ability to travel throughout the UK when required

Desirable Criteria

a)	Qualification within the Discipline of Data Science or a related subject area.

b)	Experience of working in a sensitive environment, dealing with both sensitive and personal data.

c)	Awareness of the thematic of Exploitation, Modern Slavery, County Lines or Organised Crime Groups.

3b. (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:

N/A

b) Supervision Received:
The post holder will report directly to the TOEX Senior Analyst and Data Manager (within National Tam) dotted line management.

The post holder will be expected to use own initiative, flexibility and work with minimum supervision.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

Internal - Working closely with the Intel Analyst provide pieces of work for final intel products. Internal - Data Manger/Intel Dev Manager within the national team in order to undertake developmental work to improve the national framework

Internal - DI Exploitation - explaining complexities of the programming and coding being undertaken

Internal/External - Other Data Insights Analysts, ROCU peers or ICT for knowledge sharing and best practice, addressing technical issues around applications 'speaking to each other' generating automated processes.

Outside NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with other forces and regions and national TOEX Team.

Internal/External - Other Data Insights Analysts, ROCU peers or ICT for knowledge sharing and best practice, addressing technical issues around applications 'speaking to each other' generating automated processes.

External – ROCU or Force ICT supporting the local implementation of the TOEX Intelligence and Performance Network – Cloud Based Tech requires significant planning to create secure network assess.

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

The work of the job holder has two main areas of focus:

They create intelligence which is then incorporated within the intel product of the Intel Analyst - therefore accuracy, provenance and timeliness are key - however the responsibility for the final product remains with the Intel Analyst - this role provides a technical expertise within the TOEX team.

They undertake development work to enhance the TOEX intel framework - however this workstream is managed by the national hub - so again the 'what' has been defined and output is carefully assessed through ICT change protocols and QA processes.

Essentially this is an internal technical resource.

Post holder will work with the Force flexitime scheme but should have a flexible approach to working hours. There may also be a requirement to work at other locations within the Region or beyond.

Post holders may be required to participate in a duty rota system to ensure that core hours i.e. 07.00 - 19.00 are appropriately staffed.

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

Work in accordance with;
National Intelligence Model and Information Handling Procedures
OCGM processes.
Lifetime Offender Management
Integrated Operating Model
ROCU Standards
Section 19 RIPA

The post holder should ensure that the working practices of the Unit are in line with legislation covered by the Regulation of Investigatory Powers Act, European Convention of Human Rights, Health & Safety, Data Protection, MOPI, Employee Regulations, Discipline Codes, Regional MOUs and Information Sharing agreements

(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: Examples of decisions that would be made by post holder:

- After understanding the terms of reference that the Intel Analyst is working to - the jobholder will need make decisions regarding the most efficient way to accurately undertake data acquisition, collation and conflation activities - understand the best way to visualise the data to ensure that it is fit for purpose.

- Development work undertaken by the jobholder which will need scoping and consideration of the best methodology, approach to take from the regional perspective

- Management of workload, autonomy in the prioritisation and methodology utilised to achieve the required end products.

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

Post holder is expected to escalate on systems issues within the ROCU or which might have a wider impact on the team. If there was concern around data sharing agreements, or need to prioritise the focus of an intelligence piece.

This is a challenging and demanding role within the NW ROCU in which in line with NIM the post holder must proactively analyse and present findings based on insightful, constructive and appropriate inferences and recommendations to 6 North West Forces, other Law

Enforcement Agencies, Key Partner Agencies and beyond, on organised crime groups causing the most significant harm across the NW.

In order to achieve this the post holder must be a good communicator, self motivated, innovative and be able to work as a team member in accordance with demands and ever changing priorities of the role. The role also requires the post holder to travel across the region and beyond and to be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.

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 Tackling Organised Exploitation Programme is a Home Office funded national programme which will place teams of around 12 people within each of the ROCUs nationally.

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

Post Holder must be SC and Management Vetted and may depending on where the Post Holder is located and responsibilities of role, be required to be subject to additional vetting and Section 19 RIPA briefings as required.

9. ORGANISATIONAL STRUCTURE