

JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit
AREA/DEPT: INTELLIGENCE HARM REDUCTION
SECTION: RESEARCH & ANALYSIS
JOB TITLE: INTELLIGENCE ANALYST
REPORTS TO: INTELLIGENCE MANAGER
CURRENT RANK/GRADE: E
DATE: AUGUST 2026

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

To be an integral part of the North West Regional Organised Crime Unit (NWROCU) by effectively conducting analysis at strategic, tactical, and operational levels, using 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 the region.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a. Analyse a wide range of data from a variety of sources to identify and effectively manage problems, patterns, trends, or series of offences at Levels 2 and 3 to ensure that resources are effectively targeted at strategic and tactical issues affecting the National/Regional/Force picture. Produce meaningful analytical strategic and tactical assessments, utilising all analytical products and techniques in order to direct SOC system tasking.
- b. Use appropriate analytical tools and techniques to interpret gaps, patterns and trends, assess threat, risk and harm. 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 SMART 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.

- c. Take a leading role in the intelligence collection process by collecting and evaluating data and information to identify and highlight intelligence gaps. Direct, advise and support the development of Intelligence Researchers in the structured collection and collation of data and maintenance these databases for use in analysis. Contribute to the creation of intelligence collection plans and take ownership to focus appropriate resources to drive activity
- d. 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
- e. Analysis of intelligence and other data sources to drive investigative decision making across the 4P's to identify, prevent, disrupt and tackle OCGs causing the most significant threat, harm and risk across the North West.
- f. Input and disseminate intelligence from any source, including self-generated material or information, onto the relevant Force intelligence system in a timely manner to inform the intelligence picture. Maximise opportunities to enhance the intelligence picture by submitting tasking requests into NWROCU capabilities where appropriate.
- g. Prepare evidential documents for court as requested including witness statements and supporting analytical products, and attend court as a witness if required to assist in the Criminal Justice process. Earlier stages of this preparation of evidence could include presentations and attendance at CPS/Barrister conferences.
- h. 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. Liaise with intelligence managers/ investigating officers/ senior responsible officers to formulate clear terms of reference and to clarify scope of analysis.
- i. 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.

- j. To be fully conversant and compliant with Organised Crime Group Mapping (OCGM) and Management of Risk in Law Enforcement (MoRiLE) assessments and its role in tackling serious and organised crime, be able to effectively manage and perform analytical functions on OCGM at a Regional level and support the mapping and MoRiLE process at a National/Regional/Force level.
- k. 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.
- l. 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
- m. 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?).

- a. Be fully conversant with intelligence analysis techniques as set out by the National Intelligence Model (NIM) minimum standards, NPIA Practice Advice on Analysis 2008 and College of Policing Authorised Professional Practice.
- b. Educated to Degree level equivalent and/or experience working in an intelligence / analytical environment. National Intelligence Analyst Trained (NIAT) or willingness to undertake training.
- c. Have a proven ability of effectively utilising a wide variety of necessary specialist IT systems and knowledge of the analytical processes and products to be able to produce meaningful intelligence assessments. 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.
- d. 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).

- e. Have knowledge of the Regional Control Strategy, 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.
- f. 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.
- g. Able 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.
- h. Able to work collaboratively and build and maintain strong working relationships both internally at all levels, with key stakeholders in forces and partner agencies.
- i. Proven ability to present in verbal and written communication analytical products demonstrating excellent visual communications skills in order to facilitate the presentation of complex data in a simple and understandable format. This should include experience in the preparation of documentary evidence for Court that complies with the legislative requirements of the judicial process.
- j. High level of interpersonal skills with the ability to deal with people at all levels of the organisation and outside agencies in order to develop a two-way exchange of intelligence/information.
- k. Lateral thinker with the ability to handle and assimilate large amount of data and be able to produce assessments for both expert and non expert audience
- l. Self-motivated and able to use own initiative together with proven ability to plan and organise own workloads and that of Researchers and other similar posts, to meet the needs of the NW ROCU
- m. 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, it is an expectation that Analysts will be proactive in directing Intelligence Researchers to assist with research and intelligence collection to identify issues, maintain accurate databases and fill intelligence gaps and to coach and/or mentor less experienced colleagues.

(b) Supervision Received:

The postholder will report directly to the Intelligence Manager but is 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 aligned to capabilities outside the Regional Intelligence Unit (RIU), Analysts may also be tasked by the Supervision of the team they are aligned to, however will be supervised by and seek professional analytical advice, guidance and development from Intelligence Manager.

(c) Other Contacts:

(i) Within North West Region:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partners agencies and units within NWROCU to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

(ii) Outside North West Region:

Regular contact and/or attendance at meetings with the 6 North West Forces, other Forces and Regions, other Law Enforcement Agencies, key Partner Agencies to exchange intelligence/ information and data sharing where appropriate and brief personnel on intelligence or other relevant matters.

5. CONTEXT:

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

Must ensure that a high quality of service is provided to all NWROCU staff and customers. Customers will include personnel from other Forces, Regions, other Law Enforcement Agencies.

There are multiple designated working areas across NWROCU where Research and Analysis teams are embedded. The postholder at any time during their employment can be required to primarily report to and work from another NWROCU building, as directed by operational or departmental requirements. The postholder can be required at any time to work in any of the Research and Analysis teams within the portfolio, as directed by operational or departmental requirements.

Post holder will work with the NWROCU flexitime scheme but should have a flexible approach to working hours due to the unpredictable nature of the emergency services.

(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, NWROCU plans and strategic assessments. Other legislation, Codes of Practice and NWROCU Policies 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 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 North West. 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.

Confidence in decision-making and ability to confidently communicate and negotiate at all levels. Personal responsibility for continuous professional development including up to date knowledge of changing intelligence analytical techniques and to be a creative thinker.

The postholder may be required to attend court proceedings to act as a witness

on any investigation worked on.

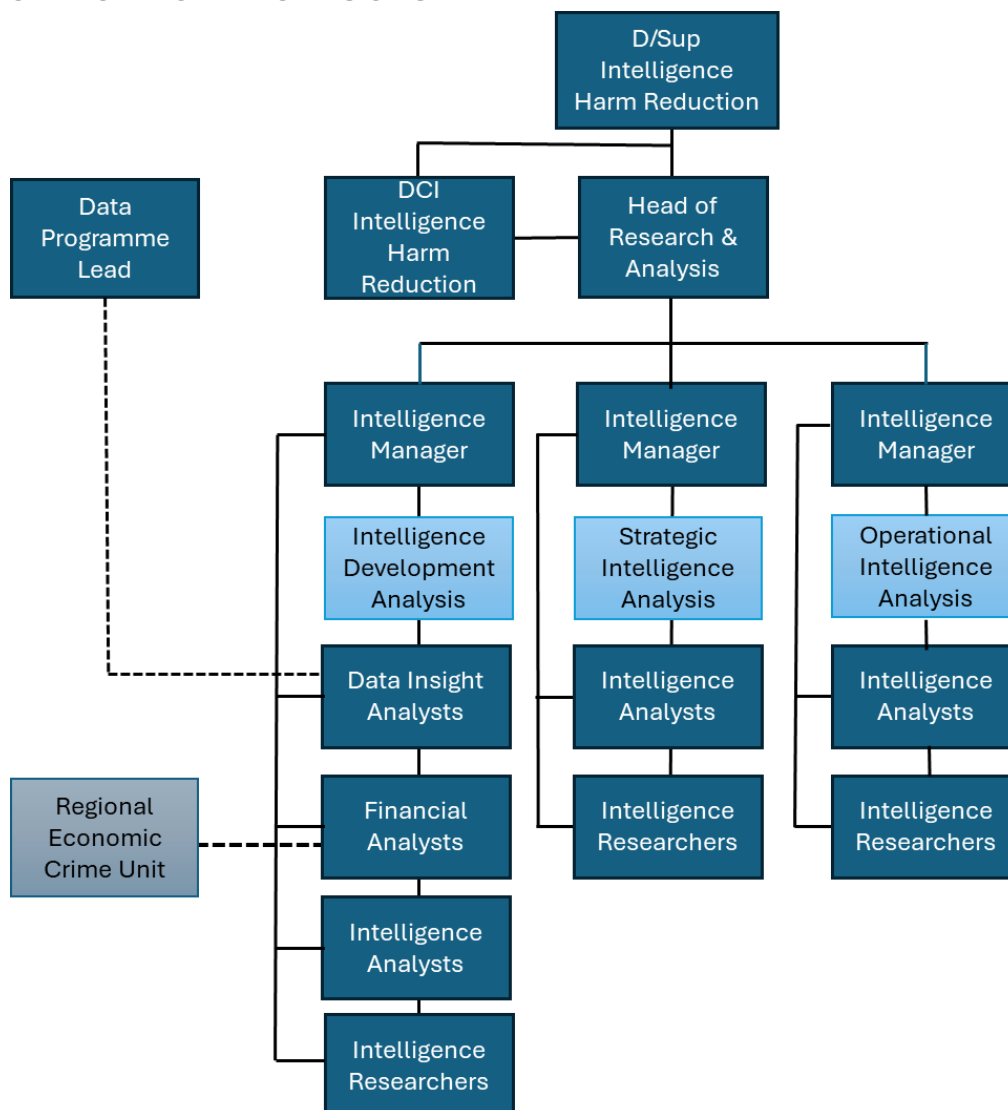
8. ADDITIONAL INFORMATION:

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

- i. The Post Holder 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.
- ii. Post Holder must be Management Vetted and must hold Security Clearance. Depending on where the Post Holder is located and responsibilities of role, they may be required to be subject to additional vetting checks.
- iii. Ability to travel across the Region.
- iv. The Analyst may as part of their role meet regularly with Prosecuting Counsel and CPS where a communication strategy or other investigative strategy has been set and where post holder will deliver findings, such presentation may be required on Powerpoint. This includes attribution of phones, telephone analysis of key suspects and incoming and outgoing cell site analysis of target phones. To have specialist knowledge and experience in the interpretation of telecommunication data and to impart this knowledge and experience across the Region (as the need arises.)

- v. The postholder will be expected to align themselves to NWROCU's Behaviour Framework and support and promote diversity and inclusion in the workplace.

9. ORGANISATIONAL STRUCTURE:



10. 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