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| **Service Unit** | Crime |
| **Team** | Intelligence  |
| **Responsible to** | Senior Intelligence Analyst  |
| **Scale and Salary Range** | SC6 / SO2 |
| **Vetting Status** | Management vetting, with some staff vetted to SC level |
| **Politically Restricted** | No |
| **CVF Level** | CVF Level 2 |

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| **Job Purpose** |
| To conduct tactical, strategic and operational analysis as part of the analytical team and the central Force Intelligence Function to direct and inform Cleveland Police’s approach to intelligence led policing.To provide expertise through the development and preparation of analytical and intelligence products to influence and support decision making at a strategic, tactical and operational level.  |

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| **Principal Duties and Responsibilities** |
| * Identify, plan and conduct collection and interpretation of information from a wide variety of sources relating to crime, incidents, intelligence, policing activities and any other relevant law enforcement matters. This will require the ability to adapt, develop and apply new approaches to unusual, new or complex data set.
* Establish and interpret requirements to ensure the needs of key stakeholders are met. This will include understanding and meeting the requirements of other agencies (where necessary) and the judiciary process.
* Develop and maintain relationships internally and externally to share data, information and analysis, where appropriate considering and adhering to appropriate policies (where necessary).
* Conduct tactical, strategic and/or operational analysis, applying analytical techniques to develop hypothesis, identify gaps, patterns and trends, assess threat, risk and harm and make recommendations (informed by evidence based practice) to support decision making, prioritisation and resource allocation. This will include providing support to major investigations and crime in actions and handling sensitive and sometimes distressing information.
* Prepare analytical, intelligence and evidential products presenting the results of analysis in the most appropriate format and product (i.e. written using corporate templates with charts, tables, graphs, maps etc. or verbally (including as a court witness).
* Produce written and/or verbal briefings and presentations to a variety of stakeholders/personnel including intelligence, criminal investigation department (CID), neighbourhood policing and response staff, senior local and force level managers, external partners and members of the judiciary.
* Maintain a flexible approach to the role by demonstrating a willingness to adapt to changing circumstances such as secondment or movement to another analytical team or specialist unit as demand requires. This will require a high level of resilience.
* Monitor own work and identify opportunities to improve both service provision and personal development, contributing to the continued development of the force analytical team.
* Perform the role of mentor to support less experienced analytical and/or intelligence staff, sharing expertise and learning to contribute to the development of individuals and the wider team. This will include performing Quality Assurance working in collaboration with a Senior Analyst.
* Undergo local, regional and/or national learning, training and development as required and meet the accreditation requirements of the Intelligence Professionalisation Programme.
* Deputise or Act for the Senior Analyst where necessary.

**The Intelligence Professionalisation Programme accountabilities for this role (as reflected in the principal duties and accountabilities) are:*** Establish and interpret requirements to ensure the needs of key stakeholders are met.
* Develop and maintain relationships internally and externally to share data, information and analysis, where appropriate.
* Collect and evaluate data and information to support the creation of a collection plan (where applicable) and the delivery of analytical products.
* Conduct analysis at a strategic, tactical and/or operational level, identifying and using appropriate analytical tools and techniques to interpret gaps, patterns and trends, assess threat, risk and harm and make recommendations in support of decision making, prioritisation and resource allocation.
* Produce written and/or verbal briefings and presentations to stakeholders to provide a clear and concise evidence based understanding of the subject matter, including providing advice and guidance. Be able to prepare, deliver and present analytical products for use in court proceedings, as required.
* Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.
* Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
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| **Note** |
| **The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.****All employees are to comply with confidentialities laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).****All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.** |

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|  **Person Specification** |
| **Essential knowledge, skills, and experience (E)** |  **Desirable knowledge, skills, and experience (D)** |

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|  **Knowledge and Qualifications** |
| Educated to degree level with a social research bias (for example social sciences, criminology etc.) OR demonstration of the intellectual abilities associated with this level OR at least three years’ experience (in the field of analysis/intelligence).  | Understanding of legislation and policy relating to the Data Protection Act and Management of Police Information. |

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|  **Experience** |
| Experience of researching information from computerised systems. | Experience working within law enforcement.  |
| Experience of evaluating, assessing and interpreting information of a qualitative and quantitative nature to inform decision making. | Experience working as an Intelligence Analyst or Research Assistant and trained in intelligence analysis practice and associated software products by a recognised provider. |
| Experience of effective team working, with the ability to build relationships with both internal and external staff  | Willing to undertake College of Policing Intelligence Professionalisation Programme (IPP) Certification (to complete within 2 years of appointment |
|  **Skills and Abilities** |
| Competent IT skills with the ability to use a range of IT packages, systems and/or databases involved in analysing, interpreting, storing and presenting data. To include the ability to adapt to new and evolving technology.  | Ability to coach and mentor others. |
| Ability to conduct research and analysis and able to prepare and produce concise reports (intelligence and/or evidential) to inform decision making |  |
| Excellent communication skills, with the ability to produce written reports, verbal briefings and presentations of a high standard to various stakeholders. |  |
| Innovative, with problem solving skills and able to demonstrate initiative.  |  |
| Possess a strong focus on thoroughness and attention to detail. |  |
| Prioritises tasks effectively and uses a methodical, logical approach to manage working with minimum supervision (where necessary).  |  |
| Able to proactively develop effective working relationships with colleagues, partners and other stakeholders  |  |
| Assertive and resilient with the ability to work to deadlines, adapt to changing and competing priorities, and manage multiple work streams. |  |
| Demonstrates a high level of integrity and confidentiality with sensitive information. |  |
| Demonstrates a flexible approach to work. |  |
|  **Other** |
| Understands quality of service provision and is able to demonstrate by example.  | Demonstrates an interest in Cleveland Police’s approach to intelligence led policing, and an awareness of current affairs affecting policing in general. |
| Undertake continual professional development activities which will enable the individual to maintain and enhance competence in the role as listed in detail in the Intelligence Analyst College of Policing Professional Profile located here: https://profdev.college.police.uk/professional-profile/analyst/#key-accountabilities |  |
| Ability to meet the travel requirements associated with the role.  |  |

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

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| **Version Control** |
| **Reason for Version Change** | **Version date** |
| JD provided by HR BP | Sept 2022 |
| Re-graded to Sc 6 / SO 2 | Jan 2023 |

**Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager**

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| **Competency** | **Level 2 – Middle Manager** |
| **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.
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| **Taking 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.
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| **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.
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| **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.
* 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.
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| **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.
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| **Innovative and open-minded** | * 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.
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| **Values** | **All Levels** |
| **Integrity** | * I always act in line with the values of the police service and the Code of Ethics for the benefit of the public.
* I demonstrate courage in doing the right thing, even in challenging situations.
* I enhance the reputation of my organisation and the wider police service through my actions and behaviours.
* I challenge colleagues whose behaviour, attitude and language falls below the public’s and the service’s expectations.
* I am open and responsive to challenge about my actions and words.
* I declare any conflicts of interest at the earliest opportunity.
* I am respectful of the authority and influence my position gives me.
* I use resources effectively and efficiently and not for personal benefit.
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| **Impartiality** | * I take into account individual needs and requirements in all of my action.
* I understand that treating everyone fairly does not mean everyone is treated the same.
* I always give people an equal opportunity to express their views.
* I communicate with everyone, making sure the most relevant message is provided to all.
* I value everyone’s views and opinions by actively listening to understand their perspective.
* I make fair and objective decisions using the best available evidence.
* I enable everyone to have equal access to services and information, where appropriate.
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| **Public Service** | * I act in the interest of the public, first and foremost.
* I am motivated by serving the public, ensuring that I provide the best service possible at all times.
* I seek to understand the needs of others to act in their best interests.
* I adapt to address the needs and concerns of different communities.
* I tailor my communication to be appropriate and respectful to my audience.
* I take into consideration how others want to be treated when interacting with them.
* I treat people respectfully regardless of the circumstances.
* I share credit with everyone involved in delivering services.
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| **Transparency** | * I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.
* I am clear and comprehensive when communicating with others.
* I am open and honest about my areas for development and I strive to improve.
* I give an accurate representation of my actions and records.
* I recognise the value of feedback and act on it.
* I give constructive and accurate feedback.
* I represent the opinions of others accurately and consistently.
* I am consistent and truthful in my communication.
* I maintain confidentiality appropriately.
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Further detailed information on the CVF can be located by clicking on the following link:

<https://www.college.police.uk/career-learning/career-development/competency-and-values-framework-cvf>