

## ROLE PROFILE

<b>Role Title</b>	Senior Analyst	<b>Reporting to</b>	Principal Analyst
<b>Section</b>	As posted	<b>District/Department</b>	HQ Crime – Central Intelligence Unit
<b>Tenure</b>		<b>Rank/Grade</b>	SO1

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To manage and co-ordinate the research and/or analytical function, ensuring through analysis that risks and threats to the force and communities are identified and where appropriate making recommendations to enable informed decisions regarding tactical and strategic priorities.
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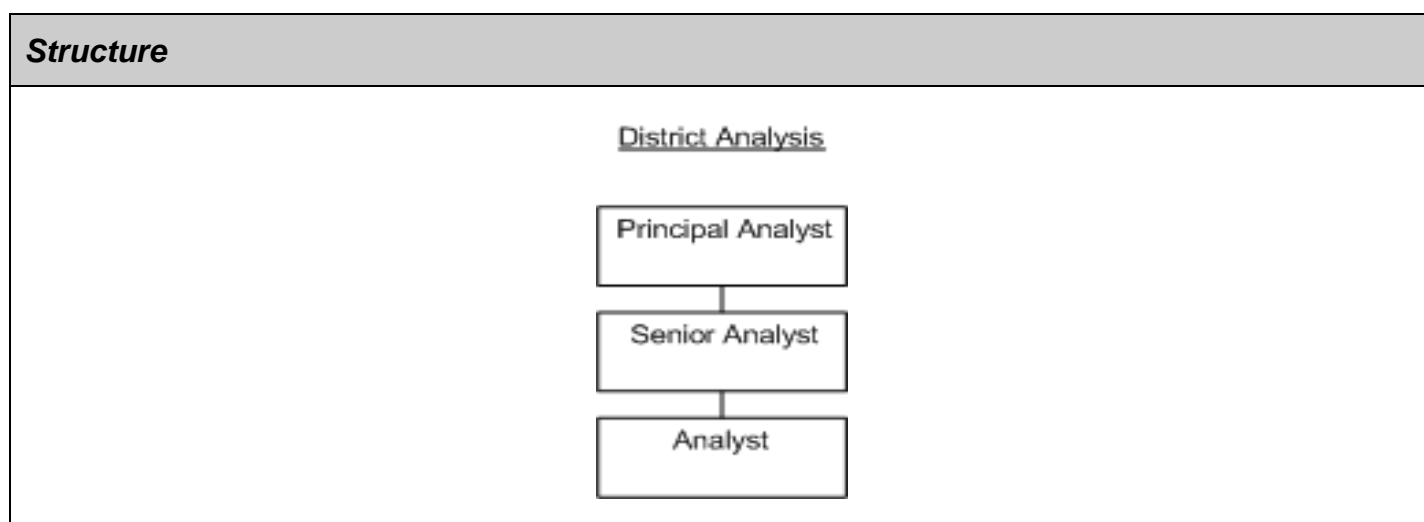
<b>Key outputs for role –</b>	
1.	Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2.	Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3.	To gate keep the research and/or analytical function by liaising with customers to determine suitable parameters for research and/or analysis, providing professional advice on the viability, timescales and likely outcome dependant upon the product used.
4.	To lead, motivate and develop their staff, giving them clear direction and ensuring that workloads are managed.
5.	Co-ordinate the production of analytical products, ensuring that strategic and tactical risks or threats to the force, and the community it serves are identified.
6.	Promote and facilitate joint working with appropriate external partners utilising available data and knowledge, enabling a holistic approach to risks and threats.
7.	As directed by the Principal Analyst, manage project work and acceptance testing of changes and development of Policy, processes and software systems that affect the work of the research and analytical function.
8.	Maintain an awareness and understanding of the latest developments in intelligence analysis and the force strategic policies by attending in force and cross border meetings.
9.	Attend court where necessary exhibiting analytical products and techniques used to support investigations and assist in decision making.

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• Direct supervision of between 2 &amp; 10 Analysts.</li> <li>• Relevant computer systems</li> <li>• Attend court where necessary exhibiting analytical products and techniques</li> <li>• The approach of the division to the current Policing Plan and Divisional Priorities determines the volume and/or complexity of research and analysis required.</li> </ul>

<b>Work/Business contacts</b>
<p><b>Internal:</b> Officers and staff at all levels. Including Senior Investigating Officers.</p> <p><b>External:</b> Officers and staff at all levels from other forces. Relevant external agencies and bodies including prosecuting agencies.</p>

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
• Educated to Degree level or directly relevant experience	Essential
• Previous experience in crime or intelligence analysis	Essential
• In-depth working knowledge and ability to operate computerised databases.	Essential
• Previous supervisory experience.	Desirable
• Good knowledge of the geography and demography of West Yorkshire	Desirable
• Proven experience of effective report writing	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
• Is prepared to work flexible hours to suit the requirements of the department.	Essential
• Willingness to undertake and successfully pass management vetting levels.	Essential
• Ability and willingness to travel for business purposes.	Essential
• Ability and willingness, if the needs of the Force dictate, to work at any district / unit within the force.	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"> <li>• Basic knowledge of Divisional and Force Structure.</li> <li>• Basic knowledge of the demography / geography of the Division.</li> <li>• Has successfully completed any relevant courses</li> <li>• Has a basic knowledge of the current Force Operations.</li> <li>• Detailed knowledge of the Data Protection Act and Management of Police Information (MOPI) as it relates to the work of the Department.</li> <li>• Basic knowledge of Force policies structures procedures and regulations relating to criminal and intelligence analysis.</li> </ul>



## PART B – COMPETENCIES & VALUES

<b>Competency and Values Framework –</b> <a href="http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf">http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf</a>
Level 2- Supervisor/Middle Manager

## PART C - DEVELOPMENT OF ROLE

### ***Expertise in Role (Advanced - Level 3)***

- Is used by colleagues as an expert source of information in analytical techniques.
- Identifies and introduces new and innovative working practices and procedures.
- Successfully contributes to complex crime and intelligence analysis.
- Detailed knowledge of Force policies, structures, procedures and regulations relating to criminal and intelligence analysis.

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to buildings where based
<b><i>Vetting Level</i></b>	Management Vetting
<b><i>Date accepted as a role profile</i></b>	17 November 2011