

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Regional Intelligence Analyst	JEID	M0467
Salary Grade:	L		
Team:	Central England Trading Standards Authorities (CEnTSA)		
Service Area:	Trading Standards Service - Localities & Community Safety Business Unit		
Primary Location:	Trading Standards Service , Old Budbrooke Road, Warwick, CV35 7DP		
Political Restriction	This position is not politically restricted		
Responsible to:	Group Manager Trading Standards		
Responsible for	Regional Intelligence Officer		

Role Purpose

Main Purpose of the Job:

To produce tactical intelligence/analytical products including bi-monthly Regional tactical Assessments, to contribute towards strategic intelligence products and to produce briefings/reports to support the tasking and co-ordination process.

To identity, co-ordinate and provide professional advice and direction on Intelligence practice across the 14 Local Authorities of Central England Trading Standards Authorities (CEnTSA), working closely with Trading Standards' senior managers and relevant partner agencies at a local, regional and national level to deliver a high-quality regional Intelligence capability taking account of accepted best practice and developments in the Intelligence community.

Provide professional Intelligence advice and information to CEnTSA Managers, Officers and the Regional Investigation Team (RIT), supporting Intelligence-led activity and enforcement across the region; quality assure CEnTSA owned Intelligence Reports and address practice issues with officers and senior managers.

Provide information and support to the CEnTSA Management Board (MB) concerning policy around regional Intelligence practice, to assist decision making for effectively prioritisation.

Represent CEnTSA on a range of National and regional bodies related to intelligence systems, processes. New policy/legislation and best practice.

Role Responsibilities

The post holder will be expected to carry out any of the following duties: To help implement the NTS Intelligence Operating Model (IOM) at a regional and local level:

- Take a lead role in the RTG, advising on the practical application of the IOM and the appropriateness of relevant products.
- To lead in the production of a regional Strategic Assessment, to be approved by Management Board, as directed by RTG, to assist in the development of the Regional Control Strategy.
- To manage the production of, Tactical and Operational Intelligence Assessments, supporting ongoing investigations and identifying emerging threats to inform decision making for effective, prioritised resource allocation by the Regional Investigation Team (RIT), Regional Management Board (MB), Regional Tasking Group (RTG) and Regional Lead Specialist Groups (RLSGs).
- To lead in presenting the regional tactical assessment, identify threats and priorities to formalise and assess the most effective response, at a frequency determined by the RTG to summarise current regional threats in all Trading Standards' functions.
- Lead the production of all regionally tasked Intelligence products and analytical reports, coordinating and tasking support from within the Regional Intelligence Unit and Local Intelligence Liaison Officers, to identify criminal behaviour, potential suspects and avenues for further clarification of inquiry, making recommendations for problem solving activity as appropriate and producing evidence.
- Ensure all Intelligence products and analytical reports are peer reviewed ahead of completion before disseminating and presenting the document (and supporting files) internally and externally, in accordance with handling conditions, Government Security Classifications (GSC) and CPIA disclosure requirements.
- Lead the production of an annual thematic MoRiLE assessment, to be approved by CEnTSA Management Board
- Ensure that offenders are appropriately monitored through the RTG process.
- Contribute to the submission of regional referrals (as agreed by RTG) to the National Tasking Group (NTG).
- Develop and maintain Standard Operating Procedures for all regional Intelligence functions to support Trading Standards' Intelligence-led approach, ensuring that regional processes are in place to comply with all legislative requirements, including information sharing and audit trails.
- Develop processes for live Intelligence activity, to respond to specific events, and coordinate their implementation, including liaison with local, regional and national Trading Standards teams as well as with partners.
- Provide training for Trading Standards colleagues, including senior managers, to ensure full understanding and successful application of the National Trading Standards Intelligence Operating Model (IOM).
- Chair the Regional Intelligence Group (RIG) meetings, supporting links with Regional Lead Specialist Groups (RLSGs), the Regional Tasking Group (RTG) and the national Intelligence network.

- Liaise with lead investigating officers to scope requirements and terms of reference for analysis, as directed by RTG.
- Lead the tactical Management of Risk in Law Enforcement (MoRiLE) assessments for all the region's mapped Organised Crime Groups (OCGs) and RTG referrals, ensuring the completion of timely reviews in accordance with the National Crime Agency's (NCA) guidelines.
- To take a lead role in identifying and developing a wide range of high level information tools (open and closed) regarding crimes relating to consumer and business detriment and gaps in current knowledge and understanding of the specific problems causing consumer and business detriment.
- Ensure national System Operating Procedures for PNC and PND are adhered to, including supervision of audit schedules, and liaise with the National Trading Standards' Programme Office if updates/amendments are identified.
- To quality Assure sensitive Intelligence activity, including data acquisition and entity markers.
- Provide support regional IDB users to ensure the proper use of the system and promote best practice, carrying out audits when necessary.
- Provide a single point of contact for local authorities, regional & national Trading Standards teams and partner agencies and organisations, to support practitioners and direct Intelligence activity.
- Produce and circulate the bi-annual NTS Intelligence grant summary report.
- Lead, coach and line manage staff allocated to the role such as the Regional Research and Intelligence Officer.
- To manage the production of Strategic, Tactical and Operational Intelligence Assessments, supporting ongoing investigations and identifying emerging threats to inform decision making for effective, prioritised resource allocation by the Regional Investigation Team (RIT), Regional Management Board (MB), Regional Tasking Group (RTG) and Regional Lead Specialist Groups (RLSGs).
- Maintain professional knowledge and competence by undertaking training considered to be appropriate and relevant to the role.
- Ensure legislative compliance throughout regional Intelligence practice.
- Undertake any other duties as required which are commensurate with the grading of the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Extensive working knowledge of the National Intelligence Model (or agency equivalent) and its principles to be able to direct internal Intelligence practice at a regional level and work with partners at local, regional and national levels.	A / D / I
Substantial knowledge of legislation and policy relevant to the execution of Intelligence practice including data and the information management within a law enforcement or regulatory environment.	A / D / I
Educated to degree level (or equivalent qualification) with a minimum of three years' experience of criminal/Intelligence analysis, preferably in a law enforcement or regulatory environment.	A / I
Extensive working knowledge of the National Intelligence Model (or agency equivalent) and its principles to be able to direct internal Intelligence practice at a regional level and work with partners at local, regional and national levels.	A / I
Substantial knowledge of legislation and policy relevant to the execution of Intelligence practice including data and the information management within a law enforcement or regulatory environment.	A / I
Well-developed verbal and written skills with the ability to present complex information to large groups, including senior managers and partner agencies to influence decision making.	A / I
Ability to respond to customer enquiries from a broad range of seniority, as appropriate and in line with service standards.	A / I / P
Possess a high level of competence in the use of IT (including MS Office, i2 Analyst's Notebook, Intelligence databases and online resources).	A / I
To have an awareness of applicable relevant legislation and guidance that effects the day to day analytical processes in order to ensure compliance with Regulation of Investigatory Powers Act, Human Rights Act, Equalities Act and Data Protection Act and Guidance on the Management of Police Information	A / I
To have a broad understanding of local and/or central government and how they work.	A / I
Experience of adapting to and implementing change, taking responsibility for enhancing systems and processes to find more effective ways of working as part of a solution-focused approach to problems.	A / I
Proven ability to illustrate personal accountability, work on own initiative, manage conflicting priorities and meet targets/deadlines, including when under pressure.	A / I
Experience of line management/supervision.	A / I
Ability to work effectively as part of a team, capable of leading and motivating colleagues on tasks.	A / I
Have a high level of personal integrity and be willing to undergo security vetting (NPPV and/or SC) if offered the post.	A / I
Commitment to equality and diversity	A / I
Willing and able to work flexibly in response to demands of the job and to travel to	A / I

other work locations as/when required.

Desirable Criteria

Assessed By:

Hold an appropriate Postgraduate qualification	D
Demonstrate an understanding of the criminal and civil legal processes used by partners for enforcement work.	A / I
Experience in training staff	A / I
Have proven project management skills and be able to meet multiple deadlines.	A / I
Interest in consumer protection and law enforcement	A / I
Enthusiasm, energy, drive and commitment to excellence and quality	A / I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties

<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

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