



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Economic Crime Unit Analyst
Generic Role Profile:	Technical
Salary Band:	
Operational / Non Operational Role	Operational
Vetting Level:	MV Vetting
Reporting to:	ECU Supervisor
Specific Role Purpose:	The Analyst provides expertise through the development and use of analytical products to assist decision making at a strategic, tactical and operational level. They deliver insights and offer value to the organisation in understanding the threat, risks and vulnerabilities that are identified through intelligence and investigations.
Key Responsibilities:	The ECU Analyst require a wide skill set and maturity to ensure resilience and high pressure demands of the Force policing requirements for West Midlands are met across both Covert and Overt operational activities. Aspiring Force analysts will ideally have experience of major investigations, strategic and partnership working. In addition they must have demonstrable analytical skills at a very high standard. Regardless of area of expertise, all analytical products are National Intelligence Model (NIM) compliant. Strategy - 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. - To assist in the development of plans to ensure the effective communication of these to: operational officers; Senior Leaders; Force Executive Team; other Police Forces and external partners.

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	• Identification and assessment of the Tactical and Strategic Priorities for Force through use of MoRILE. • To develop and maintain knowledge of current intelligence together with crime trends and patterns relevant to the force. • To utilise their subject matter knowledge to advise upon and recommend likely targets or pathways of resolution from their analysis to senior officers. Professional Leadership • To contribute to a system of governance, to deliver a clear and integrated approach to tackling crime and vulnerability threats across the organisation. • Provide advice and interpret policies, legislation and practice to ensure internal customers are fully aware of all relevant facts to support informed decision making. • Provide complex evidential analysis and professional witness testimony to the highest of standard to secure the successful prosecution of offenders involved in serious and organised crime. • Maintain awareness of innovation within intelligence & analysis to ensure implementation of the latest techniques, tactics, products, best practice and information relevant to the role. • Direct and guide research completed by others. Engagement • Prepare briefing notes and deliver clear presentations where appropriate ensuring that the medium used is suitable for the audience. • Through engagement with key stakeholders, establish and interpret requirements to ensure the needs of stakeholders are met. • To maintain relationships and to liaise with staff across the Dept and force to obtain and/or disseminate information and actively participate in meetings. • To interpret and work with investigators to retrieve and shape complex information/data from crime scenes for inclusions in analysis and reports. Compliance • To undertake all analytical functions in preparation of National Intelligence Model products, in accordance with the Analysis Authorised Professional Practice guidance set by the College of Policing.
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	• Work to a high level of integrity, routinely handling Secret information, and as such following GPMS and other guidance with regard to handling and storing this data. • Adhere to all legislation, working principles, policies & guidance relevant to the role. • To ensure that a duty of care is shown and take appropriate action to comply with Health and Safety requirements at all times. Change Management & Delivery • Be able to switch between tactical, operational and strategic roles to fulfil the analytical needs of the organisation. Monitor & Evaluate • Provide detailed analysis to assist the organisational understanding of multiple facets of crime and vulnerability threats. • Provide effective horizon and environmental scanning products. Achieved through proactive scanning research, and subsequent analysis of research. • To communicate findings, inference and hypothesis. • Provide comprehensive analytical products that interpret intelligence and provide clear understanding and guidance to drive the proactive acquisition of further intelligence and evidence. General • The post holder will be expected to undertake training as and when required. • The post holder will be expected to comply with health and safety requirements. • Undertake any other duties commensurate with the role.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	• Degree level in relevant subject or equivalent qualification or experience

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	within a similar environment • Experience of collating, evaluating, structuring and processing data to identify patterns, series, similarities and discrepancies within a variety of information types. • Ability to use software packages in the charting and analytical preparation of data • Evidence of working with, Interpreting & simplifying complex data sets. • Highly competent in the use of Microsoft packages, advanced skills in Microsoft Excel. • Evidence a good understanding of the requirements of the National Intelligence Model (NIM) • Experience of working within a team and on own initiative, effectively planning and organising activities and resources to meet objectives.
Desirable:	• Experience as an Analyst within a law enforcement agency (LEA). • Knowledge of current crime threat trends and organisational, policy issues relevant to policing. • Experience of using databases to both input and extract data. • Experience of the use of statistical and risk models • Experience of relevant analytical tools, such as iBASE, i2 workstation, GIS applications and other customised databases; • Understand the practical distinctions between analysis, policy and decision-making
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	• Experience of research and analytical processes / techniques. • Ability to work in a high-pressure environment yet still providing accuracy at all times and a high level of detail. • Articulate and able to discuss Influence and negotiate • Ability to work as part of a team

	• Evidence of preparing and delivering presentations. • Ability to build positive relationships with colleagues, internal and external partners • Self-motivated with the ability to work with minimum supervision and use own initiative.
Desirable:	• Ability to recognise conscious / unconscious biases associated with intelligence analysis.

Hours of Work and Flexibility:	This is a Mon – Fri role.
Agile Work Style: (if applicable)	Office

Restriction Level:	The candidate must be willing to be MV Vetted
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