



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 9

#### Directorate: Security, Order and Counter Terrorism

#### Job Description – Senior Intelligence Analyst Manager

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## Job Description

<b>Job Title</b>	Senior Intelligence Analyst Manager
<b>Directorate</b>	Security, Order and Counter Terrorism
<b>Band</b>	9

<b>Overview of the job</b>	<p>The Senior Intelligence Analyst Manager(s) will be the most senior intelligence analysts in HMPPS, providing expert level capability to a new national Intelligence Analysis function in HMPPS. The post holder(s) will be responsible for developing and delivering standardised and quality assured strategic and tactical intelligence products for the Agency, in response to operational priorities.</p> <p>The post holder(s) will play a key role in ‘marketing’ the intelligence analytical service and will need to build credibility rapidly with both internal and external intelligence consumers at senior levels. This includes working with the operational line, policy leads and planning and analysis functions. The post holder(s) will represent HMPPS/MOJ at national level intelligence forums with law enforcement partners.</p> <p>The post holder(s) will be expected to advise the Head of Intelligence Analysis on the development of a professional intelligence analytical capability in HMPPS at national, sub-national, regional, divisional and local levels. They will also act as the head of profession for intelligence analysts in HMPPS, providing leadership, advice and guidance to circa 400+ intelligence collators and analysts.</p> <p>They will also advise the Intelligence Capability Manager on the design and development of intelligence management processes as well as training, development and resource requirements for intelligence analysts.</p> <p>This post will report to the Head of Intelligence Analysis who in turn reports to the Head of the National Intelligence Unit in Security Group.</p> <p>The post holder will manage one or two Senior National Intelligence Analysts, who in turn will manage one or two National Intelligence Analysts.</p> <p>This post is based in HMPPS Headquarters. Occasional travel to establishments, prison regional offices and National Probation Service Division offices as well as law enforcement partners’ offices may be required.</p> <p>The post has no operational requirement. However an understanding of prisons and probation operations would be an advantage.</p>
<b>Summary</b>	<p>The post holder(s) will be responsible for the development and delivery of a high quality intelligence analytical service to HMPPS and law enforcement partners, and therefore will require an advanced capability in intelligence analytical techniques, research skills, information handling requirements, as well as understand and anticipate information and intelligence requirements from a range of partners.</p> <p>The post holder(s) will become a recognisable authority in the intelligence community, and more widely, on prison and probation intelligence.</p> <p>The post holder will require strong communication skills to engage with a wide range of consumers of intelligence at all levels within HMPPS, with law enforcement partners, the Security Services and with Ministers.</p>

	<p>This is not an operational post, but requires a good understanding of operational world.</p> <p>The post holder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Developed Vetting (DV) standards with a further STRAP accreditation.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• <u>Intelligence Product Design and Delivery</u>: Development of standardised intelligence products for HMPPS – for use at national, sub-national and local levels. Development of a system to quality assure products at all levels.</li> <li>• <u>National Intelligence Assessments</u>: Responsible for the delivery of quality assured national and sub-national intelligence assessments – both strategic and tactical. Required to deploy limited intelligence analytical resource against priority areas and personally quality assure national intelligence products.</li> <li>• <u>Management and Leadership</u>: Direct line management of one or two Senior National Intelligence Analysts and their staff. Required to act as Head(s) of Profession to the 400+ intelligence analysts and collators in HMPPS and to champion the professional development of intelligence analysts, advising the Intelligence Capability Development Manager on programmes required to support staff development.</li> <li>• <u>Promotion of intelligence analytical service</u>: Develop intelligence analytical service which quickly delivers a credible service to the operational line, policy leads and planning and analysis functions internally, as well as law enforcement partners externally.</li> <li>• <u>Strategic Engagement</u>: On behalf of HMPPS and the MOJ, the post holder will have responsibility for managing the strategic relationship with law enforcement intelligence analytical functions, particularly with the Police, the NCA and the Security Services. The post holder will represent HMPPS/ MOJ at NCA national intelligence forums and become a recognised authority in the intelligence community on prison and probation intelligence.</li> <li>• <u>Confidential Unit</u>: Intelligence analytical support to the HMPPS Confidential Unit.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Experience</b>	<p>Evidenced ability to develop and manage an intelligence analysis service, including the ability to design new intelligence products suitable to a specific operational context.</p> <ul style="list-style-type: none"> <li>• Creative Thinking</li> <li>• Critical Thinking</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to continued professional development, both on a personal level and for intelligence professionals.</li> </ul>

<b>Ability</b>	<ul style="list-style-type: none"><li>• Strong communication (report writing and verbal), leadership and partnership working skills.</li></ul>
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<b>Minimum Eligibility</b>	<ul style="list-style-type: none"><li>• All candidates are subject to security and identity checks prior to taking up post.</li><li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li><li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li></ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b>  It is advised strengths are chosen locally, recommended 4-8	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Changing and Improving		Strong communication (report writing and verbal), leadership and partnership working skills.	Evidenced ability to develop and manage an intelligence analysis service, including the ability to design new intelligence products suitable to a specific operational context. <ul style="list-style-type: none"> <li>Creative Thinking</li> <li>Critical Thinking</li> </ul>	Commitment to continued professional development, both on a personal level and for intelligence professionals.
Managing a Quality Service				
Developing Self and Others				