



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Security, Order and Counter Terrorism

Job Description – Intelligence Analyst - NIU

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Job Description

Job Title	Intelligence Analyst - NIU
Directorate	Security, Order and Counter Terrorism
Band	5

Overview of the job	<p>The post holder(s) will work in the National Intelligence Unit at HQ or one of the 5 Regional Intelligence Units. The post hold will be responsible for analysis in their respective areas. These areas include, but are not limited to, Counter Terrorism, Counter Corruption, Financial Intelligence, Sensitive Intelligence, Strategic Intelligence or Crime including Organised Crime across the relevant region or nationally in HM Prison and Probation Service (HMPPS). All these intelligence units form part of the National Intelligence Unit.</p> <p>Intelligence Analyst(s) will play a critical role in developing the intelligence picture on a range of threats impacting on their geographic or thematic area, drawing on existing intelligence products as well as developing their own analysis.</p> <p>The post holder will be responsible for providing strategic and tactical intelligence analysis and products which will look across prison and probation contexts at 'high priority' offenders, offending groups and operational security vulnerabilities in their area.</p> <p>The post holder will report directly to the band 7 Senior Intelligence Analysts in the respective Unit. The post is a flexible resource within the function and the post holder may be asked to undertake work for another Unit to respond to changes in priorities.</p> <p>The post holder may have direct line management and professional development of the band 3 intelligence researchers.</p> <p>These posts may be based either in HQ (102 Petty France, London) or in one of the five Regional Hubs, exact details will be specified in the advert. Regular travel is likely and will include prison establishments, prison Group Directors' offices and Probation Service Division offices as well as law enforcement partners' offices. In addition there is likely to be occasional travel throughout England and Wales for national matters. Remote/Home working will be an option though specifics will be role dependent.</p> <p>A background in analytical work (any discipline) would be an advantage but is not essential; training in intelligence analysis will be provided if required. Furthermore, some roles will require the post holder to partake in specialist training and accreditation which will be provided.</p>
Summary	<p>This is an exciting opportunity to take up a key role supporting the ongoing development of intelligence analysis as a professional service to HMPPS.</p> <p>The post holder will be expected to develop and deliver a high quality intelligence analytical service to HMPPS and law enforcement partners; therefore, they will require a strong grasp of intelligence and data 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 will also require strong communication skills to engage with a wide range of consumers of intelligence at all levels within HMPPS, with law enforcement partners, the National Crime Agency and, for some roles, the Security Services.</p>

	<p>The post has no operational requirement. However, an understanding of prisons, probation and/or law enforcement operating environment would be an advantage.</p> <p>The postholder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Security Check (SC) or Developed Vetting (DV) depending on the role. It is likely that roles in the Sensitive Intelligence Unit will require DV, but this is subject to change.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • National and Regional Intelligence Products: produce ad hoc 'problem profiles' on request, based on emerging trends. Produce intelligence assessments to support the case management of high risk or emerging 'threat group' individuals, discuss and develop terms of reference for an intelligence analysis product; obtain and evaluate information for intelligence analysis; apply analytical techniques to interpret information for intelligence analysis; use inference development to make judgments based on intelligence analysis methodology; create intelligence analysis products to support decision making; disseminate intelligence products; and review the effectiveness of the analysis process. • Intelligence Sharing and Partnership working: Support the unit in developing and maintaining good working relationships with both internal colleagues and external partners at national, regional and local levels to facilitate timely sharing of intelligence. Attend prison, probation and law enforcement regional and national forums as required. Support information requests and flows on both strategic and tactical intelligence, information or data requirements. • Management & Leadership: line manage and provide professional development to Band 3 Intelligence Researchers, and provide support to prison and probation colleagues and partners on the Professionalisation of intelligence. <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>

Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Making Effective Decisions • Seeing the Big Picture • Delivering at Pace • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Candidates will be required to submit a supporting statement as an opportunity to further highlight how you meet the criteria set out in the job description
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Strong communication skills (report writing and verbal) • Effective IT skills (MS Word, Excel & PowerPoint)

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • 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. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist. • All staff are required to declare any conflicts of interests and vulnerabilities in line with HMPPS staff policy.
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Hours of Work (Unsocial Hours) Allowances	<p>Depending on the role, Unsocial or On-Call payments may be due. Please check the relevant advert for details.</p> <p>To be confirmed by Recruiting Manager</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing		Strong communication skills (report writing and verbal)	Candidates will be required to submit a supporting statement as an opportunity to further highlight how you meet the criteria set out in the job description	
Making Effective Decisions		Effective IT skills (MS Word, Excel & PowerPoint)		
Seeing the Big Picture				
Delivering at Pace				
Leadership				