

Job Description: Intelligence Researcher

Function:	Intelligence Management Unit
Position:	Intelligence Analyst
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Unit Manager Security and Operations
Additional reporting line to:	Head of Security and Operations
Position location:	HMP Addiewell

<p>1. Purpose of the Job – State concisely the aim of the job.</p>
<p>The intelligence analyst is responsible for providing data analysis with the intelligence management unit through the production of key intelligence products as detailed within the Prisons Intelligence Model. These products will also support the development of operational strategies to inform the Tactical Tasking and Coordination Group decision making process to address operational threats to the establishment.</p> <p>Additionally, work alongside the Safer custody team to ensure focus is given to issues linked to violence reduction, addictions recovery and talk to me strategies. Providing safer custody intelligence analysis to support the operational safety of the prison. Supporting the continuous development of safer custody intelligence capabilities within the prison by developing and maintaining reporting data sets to provide analytical support for management information and statistics in relation to safety.</p>

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Collate, research, and disseminate intelligence products identifying threats to the establishment as detailed within the Prisons Intelligence Model.
- Support the Tactical Tasking and Coordination Group decision making through the provision of effective analysis.
- Liaise and interface with all Law Enforcement Agencies as required.
- Provide statistical data and analysis as required providing data to Senior Management within identified timescales.
- Support the Unit Manager Security and Operations in developing intelligence reporting within the establishment through the provision of specific intelligence gaps.
- To support the Safer Custody team (Violence Reduction Manager, Addictions and Recovery Manager, Safer Custody SPCO and the Safer Custody Administrator) to support and inform decision making in the identification, reduction and prevention of Safer Custody issues and the management of related incidents. Where required, undertake further analysis on Information Reporting System where required when concerns are raised in relation to safer Custody topics.
- Analysing of CCTV for investigation purposes.
- Attendance at prisoner employment boards.

3. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Establishing trends and patterns from information received analysing complex data sets with a view to producing and communicating management reports.
- Identify weakness in security procedures and areas of high risk.
- Implement the prisons Intelligence Management Framework.
- Ensure all procedures follow national guidelines and local policy.
- Maintain all intelligence databases and networks effectively.
- Ensure that relevant information is passed appropriately to line management.

4. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- TBC
- TBC

5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

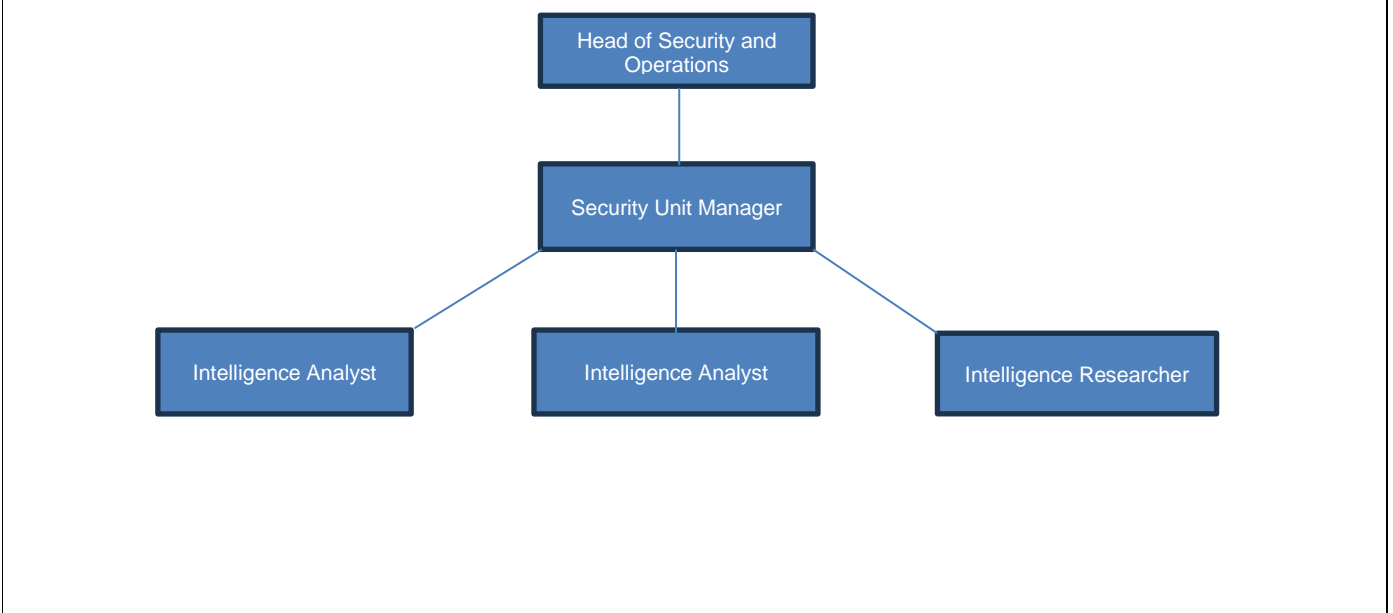
Essential

- Previous experience in a custodial and/or law enforcement environment
- Ability to work on own initiative in a highly confidential environment.
- Ability to demonstrate good administrative skills and to be able to cope with the high volume of information received.
- Have good analytical and problem-solving skills.
- Have excellent team working skills.
- Drive and determination.
- Be confident in using Microsoft Word, Excell, PowerPoint etc.

Desirable

- ANACAPA trained.
- I2 trained.
- Have experience in using business objects.

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Received:



Date:

Date:

Job holder

Immediate Manager