

Job Description: Security Analyst

Function:	Justice Services
Position:	Security Analyst
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Security Manager
Additional reporting line to:	
Position location:	HMP Forest Bank

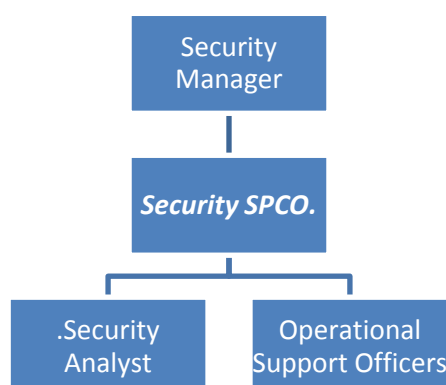
1. Purpose of the Job – State concisely the aim of the job.

- **To enhance the capabilities of the Security Department.**
- **To assist in the collation of Security Information.**

2. 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.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ■ Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Compliance with Security Audit.
- Compliance with IOCCO Inspection.

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

- Managing and maintaining all intelligence databases and networks effectively
- Collate, Analyse, Disseminate, Evaluate intelligence and respond to actions
- Contribute to meetings with senior management, produce presentations and minutes
- Maintain and Identify any potential weaknesses in security procedures
- Establish trends and patterns from information received and ensure the relevant information is passed appropriately to line management
- Effectively manage working relations with both internal and external agency
- Ability to work in high pressure environment while maintaining planning and organisational skills
- Maintain integrity and security of the establishment as a whole.
- Work within and operate all Security Systems.
- Manage and identify E List and Category A residents
- Participate in training as required in order to keep up to date with all the mandatory and refresher training.
- Contribute to strategic and tactical tasking
- Complete and analyses monthly statistics
- Identify and monitor residents of note
- Monitor OCG residents
- Complete monthly threat analysis reports which are sent to management to feedback on
- Report all reportable incidents
- Monitor CTU residents and attend path finder meetings
- Complete CPU tasking – monthly report internal, external, dissemination, liaising with CPU/police, compiling SPR, submission comparisons etc.
- Carry out criminal conviction clearances.
- Provide security intelligence for HDC Boards, OCA reviews and OMU
- Complete Clearance and risk assessments including review of CMS, Nomis and Mercury for recent intelligence, key dates, KSF and any other security intelligence - Employment, Chapel lists for C of E, Roman Catholic and Muslim Chapel, Listeners, Toe by Toe, Family Day, Street Soccer, and more.
- PERS – transfer PERS up to around 20 per day, two day PERS up to 25 per day, late editions up to 35 per day. Additional late additions.
- Update security markers
- Escort packs for the week – hospital, funeral, emergency. 3 packs per day
- General administration work – filing, monthly checks, discharges, reception lists, PER alerts for new transfers, tool sheets, tool area risk assessments,
- Process Use of Force paperwork
- Check and X ray Legal mail
- Updating weekly bulletin, Security boards, paperwork for security Safer Custody.
- Dealing directly with the PIO – Production paperwork, Intelligence requests paperwork, HOP

- CCTV, evidence gathering, use for court/police prosecution
- Drug testing/weighing
- Providing evidence for CSU adjudications

6. 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.

- The candidate will need to undertake some external courses in Intelligence Management
- The role will require the candidate to be completely confidential.
- The role will develop over time & the candidate will therefore require a flexible approach to their working.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Completion of NIAT Analyst course
- Mercury trained
- Exceptional experience of working with IT packages
- Effective interpersonal skills, including problem solving and conflict resolution.
- Effective written and verbal communication skills.
- Understanding of diversity issues and commitment to equality of opportunity.
- Ability to establish and maintain professional working relationships.
- Fundamental understanding of law enforcement agencies
- Behaviour - To act with respect and professionalism to all colleagues, visitors and residents
- To promote a positive and Rehabilitative culture at Forest Bank

Desirable Criteria:

- Awareness of I2 software package
- Experience of using prison IT Systems including P Nomis and CMS
- Minimum of 12 months service
- Custody and detention apprentice

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ HR Service Delivery
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			