

Role Title	Community Safety Intelligence Analyst
Service	Business Intelligence
Competency Level	Principal Officer
Pay Scale	PO4
<p>Purpose:</p> <p>To lead the analysis of information and intelligence from the Police, Council and other partners to inform the development and delivery of the Waltham Forest's Community Safety Strategy. Including:</p> <ul style="list-style-type: none"> Collecting, analysing and evaluating information and data from a wide variety of internal and external sources relating to committed crime, criminal intelligence, policing activities and law enforcement, Producing high quality analytical and intelligence products in line with the Police National Intelligence Model, to inform strategic and tactical decision-making. Supporting intelligence operations in accordance with the Metropolitan Police Policing Plan. 	
Generic Accountabilities	End Results/Outcomes
Plan and organise work to ensure the delivery of those aspects of the service for which responsible.	<p>Work is completed on time and to the quality and standards required.</p> <p>Changes to priorities are accommodated.</p> <p>Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints.</p> <p>Professional and legal compliance is assured.</p>
Undertake / support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary.	<p>Activities are undertaken according relevant guidelines / regulations / procedures.</p> <p>Customer / stakeholder views are available to inform recommendations.</p> <p>Data and measurements are accurately recorded.</p>
Collate process and analyse complex information. Ensure all required records and information are maintained correctly.	<p>Information / applications are processed according to procedure.</p> <p>Information is managed efficiently and accurately.</p> <p>Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.</p>
Prepare and present results / responses / reports / recommendations.	<p>Accurate, complete and relevant information / reports are provided for internal and/or external use.</p> <p>Issues are clearly summarised, progress and implications are reported.</p> <p>The council's position is clearly stated.</p>
Provide authoritative advice,	Information, advice and support are accurate, timely and

guidance and support to colleagues, customers and stakeholders. Respond to and investigate enquiries / escalated complaints.	constructive. Issues are identified and managed through to a satisfactory conclusion, or escalated if appropriate. Risk to the Council / customers is minimised.
Contribute to identifying and delivering information and activities to support service delivery and promote the service area.	Requirements are effectively identified. All materials / activities are delivered to the required standards and timescales. Information and activities achieve desired results.
Challenge practice and minimise risk, referring concerns to line manager.	Customer risks are assessed. Relevant health, safety and welfare requirements are met.
Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.	Improvement opportunities and plans to achieve them are identified and recommended. Agreed improvements are developed, delivered and evaluated. Changes are effectively communicated to others.
Lead projects or improvement programmes, or contribute to the delivery of larger projects	Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues. Projects are delivered to agreed specification, timescales and budgets. All project documentation and reports are completed correctly.
Support others in their development, including external organisations / customers where appropriate.	Identify any changes that may impact the service / profession. Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).
Develop good working relationships and communicate effectively with internal and external organisations, partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.	Relevant work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Communications are clear, well planned and effective. Best practice is shared and promoted.
Support partnership agreements and partnership working within area of responsibility.	Activities which support partnership working are effectively delivered. Partnership working groups produce valid and timely outputs.

<p>Contribute to service / business plans for area of responsibility and to wider service planning and development activities.</p> <p>Contribute to budget planning as required.</p>	<p>Service, business and budget plans are informed by input from the postholder.</p>
<p>Quality check documents, decisions and/or presentations before delivery.</p>	<p>All work meets the standards expected by managers and stakeholders.</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p> <p>The local authority meets its obligations under the Disability Discrimination Act 1995 and Equality Act 2010 as appropriate</p>
<p>Role-Specific Accountabilities</p>	<p>End Results/Outcomes</p>
<p>Carry out analysis of crime and disorder problems in order to develop the four intelligence products outlined in the Police National Intelligence Model (Strategic Assessment, Tactical Assessment, Problem Profile and Target Profile).</p>	<p>Intelligence products are timely, accurate, reliable and relevant, providing actionable intelligence for the Community Safety partnership.</p> <p>Intelligence products enable the partnership to develop hypotheses and inferences which inform strategic and tactical decision-making.</p> <p>Medium, long term and seasonal issues and trends are identified.</p>
<p>Collate, evaluate and analyse data and information from a variety of sources in order to develop intelligence products, including undertaking the analytical techniques outlined in the Police National Intelligence Model.</p>	<p>Intelligence products are accurate, reliable and presented effectively, for example using graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative and visual devices.</p> <p>Relationships between different entities (e.g. victims, offenders, locations), are effectively analysed in order to facilitate the disruption of criminal or other related activities.</p>
<p>Develop and undertake strategic intelligence projects in respect of emerging trends identified by the Community Safety Partnership Strategic Assessment</p>	<p>Relevant Officers and Boards are well informed and able to develop effective strategic and tactical plans in response to emerging trends and issues.</p>
<p>Create and maintain files and other documents within Council and Police databases in line with requirements and procedures.</p>	<p>Files, documents and databases are effectively created and maintained.</p> <p>Analysts and operational staff have access to reliable and useful records and information.</p>
<p>Engage and consult with a range of prevention, enforcement and other intelligence specialists and stakeholders in developing</p>	<p>Intelligence requirements and information gaps are identified and addressed.</p> <p>Appropriate conclusions and recommendations and developed</p>

intelligence priorities and products.	and included in intelligence products.
Coordinate intelligence activity with other analysts and stakeholders in the Council and wider partnership, for example to support other relevant work programmes (e.g. MASH and Troubled Families)	Community Safety Intelligence activities are coordinated with other relevant work programmes. Opportunities, synergies and dependencies across different work programmes are identified and addressed effectively.
Develop and sustain communication pathways to exchange and manage sensitive intelligence. Examples include data from police or health services.	Strong working relationships with colleagues and partner agencies are developed and maintained. Appropriate and effective information sharing arrangements are in place.
Take active part in Community Safety partnership meetings including preparation and presentation of information and reports for thematic Programme Boards, Business Management Group and Safety Net Executive.	The Boards receive regular meaningful information and reports to enable their business and inform decision-making.
Provide analytical products that provide evidence in support of submissions for funding and for local or national awards.	Submissions for internal and external funding and for awards are informed and supported by effective evidence.
Identify, exchange ideas and adopt best practice with other local, pan-London and national partners as appropriate	Best practice in community safety intelligence is identified, shared and adopted effectively.

<i>Nature of Contacts</i>
Frequent contact with members, directors, heads of service, and senior representatives from external organisations within the public sector
Responsible for managing sensitive situations and issues, including matters that are politically sensitive
<i>Procedural Context</i>
Information, analysis and advice prepared and presented by the postholder is used by members, officers and partners to inform the prioritisation, planning, delivery and evaluation of community safety and policing services
Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to a vetting assessment every 12 months. National security vetting clearances are reviewed every 5 years

Competency Level – Principal Officer

Person Specification
Knowledge, Skills and Experience
Ability to collect, prepare, analyse and evaluate large volumes of data and information from a variety of sources in order to inform strategic and tactical decision-making.
Experience working within a Community Safety Partnership or similar multi-agency working environment.
Awareness of Local Authority powers and responsibilities as set out in the Crime & Disorder Act 1998.
Knowledge of community safety intelligence sources, and experience in assessing that intelligence.
Direct experience of extracting and interrogating data from police information and intelligence systems and databases.
Experience of creating intelligence products and completing analytical techniques as set out in the Police National Intelligence Model (NIM).
Ability to present and communicate complex information effectively within partnership structures, using a wide range of media and methods including written, oral and visual.
Ability to identify intelligence gaps and work to develop information / intelligence resources with key stakeholders to improve the accuracy and relevance of decision making processes.
Experience of using analytical tools including Excel, MapInfo Professional (or other GIS applications), i2 Analyst Notebook, SQL and Business Objects.
Experience of contributing intelligence products to undertake a civil and criminal enforcement action, including reports submitted at court.
Proven ability to develop and maintain effective working relationships with others.
Ability to engage stakeholders and develop effective partnerships to ensure outcomes and benefits are realised.
Good understanding of the needs of different stakeholders and the issues and concerns that affect them.
Ability to work effectively in partnership, building trust, credibility, accountability and constructive challenge within partnership structures.
Experience of managing confidential and sensitive information.
Knowledge and experience of data protection and information sharing within a Community Safety Partnership, including barriers to information sharing.
Accustomed to managing conflicting deadlines and a demanding workload.
Self-motivated, enthusiastic, and able to work with minimal supervision.
Ability to manage time and prioritise work effectively.
Demonstrable commitment to equality and equal opportunities in employment and service delivery.
Indicative qualifications
Educated to degree level or equivalent standard

Completed (or willing to complete) the National Intelligence Analysts Training (NIAT) course and qualification

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.