

Job Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Job Title	Intelligence Officer
Grade	S8	Reports to (position title)	Senior Intelligence Officer
		Directorate	Environment and Infrastructure
JE Band	269-313	Service	Trading Standards
		Team	Intelligence
		Date Job Profile was created	12.03.18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. This job profile will be further defined by annual objectives, which will be developed with the post holder. The Council reserves the right to review and amend the job families on a regular basis.

Job Purpose including key outputs	The postholder will be tasked to undertake research and analysis to produce intelligence packages. To produce reports, charts and mapping documents to inform the service's Tactical Tasking and co-ordination meetings. To effectively horizon scan to help ensure the service is best placed to deal with emerging issues and can consider preventative measures where appropriate. To utilise a range of analytical techniques with minimal guidance. To represent the service at local and regional meetings if required.
Work Context	This post will be based within the Intelligence team and/or the Prioritisation team in Trading Standards and is primarily office based. The post holder will be required to work on his or her own initiative with minimal guidance and supervision. The post holder will be required to organise and prioritise their work to ensure all deadlines are met. The post holder will ensure that all intelligence analysis work they conduct complies with all appropriate legislation and legal frameworks. The post holder may be asked to attend on behalf of more senior colleagues relevant regional meetings with other Trading Standards services and partners such as the police, HMRC etc. and therefore must have access to a suitable vehicle. The post holder may be required to work with other teams as appropriate.
Line management responsibility if applicable	None
Budget responsibility if applicable	None

Representative Accountabilities	<p>Planning & Organising</p> <ul style="list-style-type: none">• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.• Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none">• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.• Audit and monitor compliance of 3 parties with council requirements. <p>People & partnerships</p> <ul style="list-style-type: none">• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none">• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)• May manage or assist with budget/resource management in accordance with the council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.• May require a qualification relevant to the specific nature of the role.• Knowledge of relevant legislation, practices and policies applicable to specialist area.• Excellent IT skills, including MS Office and database management systems.• Ability to undertake technical work relevant to the role.• Excellent written and oral communication skills with the ability to build sound relationships with customers.• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.• Previous experience processing, analysing and reporting data.• Previous practical experience in a relevant field.• Ability to manage a range of projects through to completion.• Effective interpersonal, influencing and negotiation skills
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Good knowledge and experience of the National Intelligence Model.• Good knowledge and experience of statutory data sharing.• Knowledge and understanding of the Trading Standards profession.• Good experience using IT analysis software such as i2 and intel databases such as IDB and Memex.• Knowledge of the Intelligence Operating Model.• A basic understanding of criminal and civil law processes. <p>Hold or be working towards an intelligence analyst qualification.</p>

To be completed by JE Coordinator

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