

# Kent County Council

## Job Description: KRP Lead Intelligence Analyst

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| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b> |
| <b>Division:</b>       | <b>Growth and Communities</b>            |
| <b>Location:</b>       | <b>Kings Hill</b>                        |
| <b>Grade:</b>          | <b>KSG</b>                               |
| <b>Responsible to:</b> | <b>Business Innovation Manager</b>       |

### **Purpose of the Job:**

The Kent Resource Partnership (KRP) represents a strategic alliance between the 12 district councils and Kent County Council (KCC). This collaboration is dedicated to developing waste management practices across Kent. Within this strategic initiative, your role will be integral, providing specialised intelligence and analytical expertise, to enhance the capabilities of KRP senior members and their fly-tipping enforcement officers throughout Kent.

### **Main duties and responsibilities**

1. Promote and deliver the benefits of intelligence-led working; continuously embedding and changing to a culture of 'intelligence first' for all fly-tipping and waste crime. Deliver training to all Kent local authority enforcement officers on all intelligence gathering processes, briefing senior managers as necessary.
2. Provide expert advice to enforcement officers on methods and tools for intelligence gathering and investigatory techniques. Ensuring continuous intelligence training for new local authority enforcement officers, as well as refresher training for existing officers.
3. Provide high quality criminal intelligence and analytical products as per the National Intelligence Model (NIM) for fly-tipping and waste crime to aid decision making and coordinate local and regional enforcement activities targeting the most prolific offenders. Perform enhanced intelligence checks with partners to support enquiries.
4. Establish and maintain a good working knowledge about fly-tipping and waste crime and enhance this with a thorough understanding of enforcement processes and developments within the sector.
5. Conduct thorough research to proactively identify emerging issues and analyse all information sources to produce detailed Intelligence Products that support fly-tipping and waste crime enforcement activities. Provide officers with options for future actions and make recommendations when appropriate.
6. Facilitate strategic countywide meetings which bring together all the relevant enforcement partners to address fly-tipping and waste crime across Kent. These meetings will share best practice, discuss the current Kent intelligence picture, and plan and coordinate disruptive activities.
7. Undertake in-depth analysis of all available intelligence to identify trends and patterns and produce reports to go to the KRP Senior Officers Member Group. These reports will include a detailed breakdown of the fly-tipping issues across Kent and provide opportunities or recommendations for disruption.
8. Coordinate, collate and disseminate intelligence from enforcement officers to internal and external recipients in an appropriate and timely manner and in line with the NIM requirements for secure dissemination. Act as nominated point of contact for external agencies to facilitate the sharing of information and intelligence in a secure environment.

9. Provide information for strategic projects and high-level initiatives to assist local enforcement teams and KRP Senior Officers, thus enhancing the overall intelligence function and its strategic capability.
10. Conduct comprehensive intelligence assessments and corroborate all pertinent intelligence received from local enforcement officers and both internal and external partners relating to waste crime in Kent. Ensure that this intelligence is disseminated promptly and securely to national, regional and local stakeholders addressing this issue.

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### Person Specification: KRP Lead Intelligence Analyst

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|                             | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>       | <p>5 GCSE's (or equivalent) passes (Grade A*-C), including Maths and English.</p> <p>Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.</p> <p>Holds or is working towards the Level 4 qualification in Intelligence Analyst Apprenticeship or equivalent.</p>  |
| <b>EXPERIENCE</b>           | <p>Experience in the use of databases and a good understanding of how they work and be able to interpret their outcomes.</p> <p>Experience in an intelligence role in a Local Authority enforcement team, the police, or a similar enforcement agency in order to be able to deal effectively with intelligence.</p> <p>Experience of handling, processing and using intelligence to inform operational activity and tactics.</p> <p>Experience in developing relationships with key partner agencies to maximise the exchange of information, including senior managers.</p> <p>Experience of managing and implementing significant culture change, as well as collaborating with a range of partners across various organisational levels.</p> |
| <b>SKILLS AND ABILITIES</b> | <p>Ability to work effectively with only limited supervision.</p> <p>Ability to analyse, record and extract information from a wide variety of sources in a timely manner.</p> <p>Ability to manage and prioritise workload effectively.</p> <p>Ability to develop and maintain effective partnerships with intelligence and enforcement colleagues with strong interpersonal skills.</p> <p>Good verbal and written communication skills and presentation skills.</p>   |

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|  | <p>Ability to represent the service in a professional manner when working with partners and colleagues.</p> <p>Ability to work within procedures and policies effectively and efficiently</p> <p>Ability to work well with others and contribute positively as part of a team</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p> <p>Commitment to equalities and promotion of diversity in all aspects of working</p>  |
| <b>KNOWLEDGE</b>                           | <p>Knowledge and understanding of the National Intelligence Model, intelligence gathering and analytical techniques.</p> <p>Knowledge of fly-tipping and waste crime, its gravity and appropriate investigation techniques to deal with the issue.</p> <p>Knowledge of information technology, including Microsoft Office, intelligence databases and reporting functions and case management systems.</p> <p>Knowledge of the Data Protection Act, RIPA and guidance concerning intelligence sharing.</p>   |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |
| <b>ROLE SPECIFIC NOTES</b>                 | <p>The post holder will be required to successfully complete a DBS check and Non Police Personnel Vetting Level 2. These will be completed once in post and recurring every 3 years. Post holders</p>  |

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|  | are expected to complete and successfully pass these essential vetting checks, and notify your manager of any changes in circumstances that may affect your results. |
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*Footnote:*

*This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post*