

Directorate:	Growth, Environment and Transport
Unit/Section:	Growth & Communities
Grade:	KR8
Responsible to:	Lead Intelligence Analyst - Enforcement

Purpose of the Job:

To work as part of a centralised Intelligence & Data Team, provide a specialist intelligence and analysis capability to lead service delivery by enforcement/compliance teams, and to proactively identify and pursue emerging issues and intelligence requirements for services.

Main duties and responsibilities:

- Promote and deliver the benefits of intelligence led working; continuously embedding and changing to a culture of 'intelligence first'.
- Provide expert advice to Enforcement/Compliance Officers on intelligence gathering, tools and techniques.
- Provide high quality intelligence to support ongoing investigations.
- Establish and maintain a good working knowledge of the enforcement topic and maintain an in-depth knowledge and understanding of enforcement processes and of developments in the sector.
- Research and proactively identify emerging issues and interrogate all sources of information to produce comprehensive Intelligence Products to support all aspects of enforcement/compliance activity. Brief officers for future action and provide recommendations when appropriate.
- Produce subject and problem profiles along with tactical assessments, as defined within the National Intelligence Model (NIM), aiding decision making by enforcement/compliance teams.
- Perform regular intelligence analysis and develop products that help shape our public messaging and specific projects.
- Ensure timely and appropriate dissemination of intelligence to both internal and external stakeholders, adhering to NIM guidelines for secure information sharing. Serve as the designated liaison for external agencies, ensuring secure exchange of information and intelligence.
- Work within the Intelligence & Data team contributing to the development and ongoing enhancement of our intelligence capabilities, functions and the quality of our outputs.

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

Kent County Council

Person Specification: *Intelligence Analyst*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 3 Diploma (or equivalent) and/or relevant basic/first level professional qualification. Plus, experience or a qualification in a relevant field.• Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.
EXPERIENCE	<ul style="list-style-type: none">• Experience in the use of databases and a good understanding of how they work and be able to interpret their outcomes.• 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.• Experience of handling, processing, and using intelligence to inform operational activity and tactics.• Experience in using open-source intelligence (OSINT).• Experience in developing relationships with key partner agencies to maximise the flow of intelligence.• Experience of managing and implementing culture change and of working with a range of partners.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work effectively with only limited supervision.• Ability to analyse, record and extract information from a wide variety of sources in a timely manner.• Ability to manage and prioritise a heavy workload effectively.• Ability to develop and maintain effective partnerships with intelligence and enforcement colleagues with strong interpersonal skills.• Good verbal and written communication skills and presentation skills.• Ability to represent the service in a professional manner when working with partners and colleagues.• Ability to work within procedures and policies effectively and efficiently.• Ability to work well with others and contribute positively as part of a team.• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.• Good open-source and research Skills.• Commitment to equalities and promotion of diversity in all aspects of working.

KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the National Intelligence Model, intelligence gathering and analytical techniques. • Knowledge of information technology, including Microsoft Office 365, intelligence databases and reporting functions and case management systems. • Knowledge of the Data Protection Act, RIPA and guidance concerning intelligence sharing.
ROLE SPECIFIC NOTES	<ul style="list-style-type: none"> • The post holder will be required to successfully complete a DBS check and Non-Police Personnel Vetting (NPPV) Level 2. • These will be completed once in post and the NPPV will recur every 3 years. • Post holders are expected to complete and successfully pass these essential vetting checks and you must notify your manager of any changes in circumstances that may affect your results.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>