Kent County Council
Job Description: Intelligence Analyst (Waste)

Directorate:	**Growth, Environment & Transport**
Division:	**Environment, Protection & Enforcement**
Location:	**Kings Hill (working from home temporarily)**
Grade:	**KR8**
Responsible to:	**Intelligence & Standards Manager**

Purpose of the Job:
The Kent Resource Partnership (KRP) is a partnership between the 12 district councils and Kent County Council (KCC). As a group they look at how waste management in Kent can be improved. Working as part of a centralised team you will provide specialist intelligence and analysis capability to support the KRP members and their fly tipping enforcement officers across Kent.

Main duties and responsibilities
1. Promote intelligence led working and train officers in the intelligence gathering process; continuously embedding and changing to a culture of 'intelligence first'.

2. Provide expert advice to Enforcement Officers on intelligence gathering and investigatory tools and techniques.

3. Provide high quality intelligence and checks with partner agencies to support ongoing investigations as part of assigned case management team.

4. Proactively research the sector and maintain an in-depth knowledge and understanding of enforcement processes and of developments in the sector.

5. Research and proactively identify emerging issues and interrogate all sources of information to produce complete Intelligence Products to support all aspects of fly tipping enforcement activity. Brief officers with options for future action and make recommendations about these when appropriate.

6. Produce target profiles, problem profiles and tactical assessments, as defined within the National Intelligence Model (NIM), to support decision making by the District enforcement teams and to coordinate/lead days of enforcement activity.

7. Implement regular and routine intelligence analysis and produce appropriate products to support and develop public messaging and KRP projects.

8. Disseminate intelligence 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. Carry out routine and specialist projects as requested to support operational teams and KRP, and to further develop the intelligence function and its capability.

10. On a regular basis, undertake trends analysis and provide the KRP with a detailed breakdown of the fly tipping issues across Kent and broken down to a District level

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	CRITERIA
QUALIFICATIONS	Level 3 Diploma (or equivalent) and/or relevant basic/first level professional qualification. Plus experience in a relevant field. Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill
EXPERIENCE	Experience in the use of databases and a good understanding of how they work and be able to interpret their outcomes. Proven experience gained within Local Authority enforcement, 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 developing relationships with key partner agencies to maximize the exchange of information. Experience of managing and implementing significant culture change and of working with a range of partners
SKILLS AND ABILITIES	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 Commitment to equalities and promotion of diversity in all aspects of working

KNOWLEDGE	Knowledge and understanding of the National Intelligence Model, intelligence gathering and analytical techniques.
	Knowledge of ecrime, its gravity and appropriate investigation techniques to deal with the issue.
	Knowledge of information technology, including Microsoft Office, intelligence databases and reporting functions and case management systems.
	Knowledge of the Data Protection Act, RIPA and guidance concerning intelligence sharing.
ROLE SPECIFIC NOTES	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 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.

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