



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Business Administrator Specialist (BAS)

Job Description – BAS: Intelligence Analyst

Document Ref.	OR JES 302 JD B4 : BAS : Intelligence Analyst
Document Type	Management
Version	9.0
Classification	Official
Date of Issue	20/07/23
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	BAS : Intelligence Analyst
Group Profile	Business Administration Specialist
Organisation Level	Delivery
Band	4

Overview of the job	This is a specialist administrative job in an establishment.
Summary	<p>The job holder will provide administrative support to the Security Intelligence Department and assist the Head of Security in the delivery of an effective intelligence system within the establishment.</p> <p>They will be responsible for maintaining administration systems effectively and efficiently within specified timescales for the establishment</p> <p>This is a non-operational job with no line management responsibilities.</p> <p>This role is rotational.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Analyse and evaluate intelligence information to support and inform decision making in the prevention of security breaches and management of incidents. Where required, undertake further analysis on Security Incidents Reports (SIRs) that require it • Produce a monthly Intelligence Report and disseminate it as required within the establishment, collating feedback, before presenting the report at the monthly Security meeting • Regularly update line management regarding local security issues and any intelligence received • Make sure that the security intelligence system is updated, maintained, used appropriately and that staff are trained in its use as required • Check security information received, determine level of importance and recommend responses and solutions • Collate and distribute monthly targets for searching and mandatory drug tests to all residential units • Delivers in-house training in intelligence related procedures which will include both induction training for new starters and some specific on-going training which reinforces the need for all staff to adhere to security protocols • Liaise with other establishments, Law Enforcement groups and external agencies and to disseminate intelligence and SIR information in line with local and national policies to maintain safety and security

- Provide advice and guidance to the Security Manager on current trends and issues. This includes identifying and monitoring of targets under the local supply reduction policy and extremism policy
- Monitor the Regulatory Investigatory Powers Act (RIPA) and Covert Human Intelligence Sources (CHIS) procedures in line with relevant local/national policies, audit standards, Local Security Strategy (LSS), Interceptions of Communications Commissioner's Office (IOCCO) and other standards
- Monitor prisoner communications in line with relevant local/national policies, audit standards, LSS and the IOCCO requirements
- Support the Establishment Corruption Prevention Manager in detecting staff 'wrongdoing', preventing and detecting crime
- Act as the liaison for the BRENT secure fax
- Act as point of contact for all Violent and Sex Offender Register (ViSOR) issues in the security department
- Liaise with external stakeholders regarding Counter Terrorism and Extremism
- Interview prisoners where intelligence suggests they may be the victims of extremist bullying or where prisoners have requested to speak to Security relating to Counter Terrorism Unit (CTU)
- Brief and liaise with residential units regarding covert testing
- Compile and keep up to date "subject profiles" on any Terrorism Act (TACT) prisoners, "problem profiles" and analytical reports on incidents or individuals
- Assess any seized items such as literature/audio for any extremist content
- Compile and complete reports on TACT or Security Threat Group prisoners

Undertake other administrative tasks including:

- Organise, produce and maintain accurate records for the area of work
- Act as contact point for all communications to the Team, prioritise and distribute to the appropriate person or relevant department in the establishment
- Complete monitoring returns for the area of work
- Input requisitions on the finance database for purchases in the area of work
- Co-ordinate any awareness sessions for the area of work
- Prepare paperwork for checking by their manager, conducting initial checks as required
- Correspond with relevant stakeholders and agencies to ensure that they are aware of information and that it is adequately shared
- Maintain and check establishment databases, manual filing systems and logs of information with responses within timescales, producing reports as required
- Collate information on relevant Service Delivery Indicators (SDI's)
- Arrange any meetings including the preparation of paperwork, minutes and action points

	<p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Making Effective Decisions
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<p>Job holders must complete specific training in their administrative specialism once they take up post.</p> <p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p>
Ability	<ul style="list-style-type: none"> • Able to deal effectively and assertively with staff at all levels • Able user of MS Word and MS Excel • Information collation and analysis

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>TBC by recruiting Manager</p> <p>Unsocial Hours Working</p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
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