



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Directorate of Security

Job Description: Intelligence Analyst- JCTPPH (NIU)

Document Ref.	HQ JES 3145 Intelligence Analyst- JCTPPH (NIU) v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	12 February 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Intelligence Analyst – JCTPPH (NIU)
Directorate	Directorate of Security
Band	5

Overview of the job	<p>The post holder(s) will work in the Joint Counter Terrorism Prison and Probation Hub (JCTPPH) Assessments, in a multi-agency Intelligence assessments team, who deliver assessments related to prison and probation threats, enhancing the national analytical activity between partner organisations (primarily MI5 and Counter Terrorism Policing (CTP)) and across wider government. The JCTPPH Assessment Team provides a joint, all source intelligence picture at appropriate classifications from across the sector. Details of the establishment of this function can be found in the Independent Reviewer of Terrorism Legislation, Jonathan Hall K.C, April 2022 report Terrorism in Prisons.¹ The post holder will be responsible for analysis in their respective areas.</p> <p>Intelligence Analyst(s) will play a critical role in developing the intelligence picture on a range of threats impacting on their geographic or thematic area, drawing on existing intelligence products as well as developing their own analysis.</p> <p>The post holder will be responsible for providing strategic and tactical intelligence analysis and products which will look across prison and probation contexts at 'high priority' offenders, offending groups and operational security vulnerabilities in their area.</p> <p>The post holder will report directly to the band 7 Senior Intelligence Analysts in the JCTPPH. The post is a flexible resource within the function and the post holder may be asked to undertake work for another Unit to respond to changes in priorities.</p> <p>The post holder may have direct line management and professional development of the band 3 intelligence researchers.</p> <p>These posts may be based either in HQ (102 Petty France, London) or a national office. However, due to the nature of the unit's work, there are many duties that will require regular physical attendance at an office in central London, in order to access sensitive IT systems. This will mean that your manager may expect you to work from a central London office location on a regular basis. For short-term periods, this may extend up to 5 days per week. If you apply for this job, you should be willing to work from an office in this way. Such arrangements are likely to bring post-holders in-scope for Dual Workplace posting</p>
----------------------------	---

¹ [Terrorism in Prisons \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

	<p>arrangements, which have potential personal financial/taxation implications in some circumstances. Post-holders must be willing to accept such posting arrangements before accepting the post. The JCTPPH prides itself on being a flexible employer. Where it is possible, staff may be able to work flexibly, including from home or from another HMPPS location, with consideration given for Dual Workplace Postings.</p> <p>Additional regular travel is likely and will include prison establishments and Probation offices as well as law enforcement partners' offices. In addition, there is likely to be occasional travel throughout England and Wales for national matters. Remote/ Home working will be an option though specifics will be role dependent.</p> <p>A background in analytical work (any discipline) is essential; further training in intelligence analysis will be provided if required. The post holder may have to partake in specialist training and accreditation which will be provided.</p> <p>This role comes with an on-call requirement.</p>
<p>Summary</p>	<p>The goal of the Hub assessments function is to enhance the national analysis activity for Prisons and Probation between partner organisations. Providing a single fused, all source picture with more detail and depth to support decision makers and stakeholders.</p> <p>This is an exciting opportunity to take up a key role supporting the ongoing development of intelligence analysis as a professional service to HMPPS and in collaboration with partners in a fast-paced high-profile role.</p> <p>The post holder will be expected to develop and deliver a high-quality intelligence analytical service to HMPPS and law enforcement partners; therefore, they will require a strong grasp of intelligence and data analytical techniques, research skills, information handling requirements, as well as understand and anticipate information and intelligence requirements from a range of partners.</p> <p>An understanding of issues relating to Counter Terrorism (CT) and the management of CT offenders would be highly beneficial, a willingness to quickly understand the sector is essential.</p> <p>The post holder will also require strong communication skills to engage with a wide range of consumers of intelligence at all levels within HMPPS, with law enforcement partners, the Security Services and other government departments.</p> <p>The post has no operational requirement. However, an understanding of prisons, probation and/or law enforcement operating environment would be an advantage.</p>

	<p>The postholder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Developed Vetting (DV), roles in the JCTPPH will require additional top up vetting from partners.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • This role will jointly act as a Subject Matter Expertise (SME) developing and maintaining an expert level knowledge related to the role (Islamist Extremist, Extreme Right Wing or another thematic), under the direction of a Capability Manager (Band 7 Senior Analyst). • Production of offender profiles, responding to the JCTPPH Intelligence Requirements and the production of assessments based on emerging trends. Produce intelligence assessments to support the case management of high risk or emerging 'threat group' individuals, discuss and develop terms of reference for an intelligence analysis product; obtain and evaluate information for intelligence analysis; apply analytical techniques to interpret information for intelligence analysis; use inference development to make judgments based on intelligence analysis methodology; create intelligence analysis products to support decision making; disseminate intelligence products and review the effectiveness of the analysis process. • Intelligence Sharing and Partnership working: Support the unit in developing and maintaining good working relationships with both internal colleagues and external partners at national, regional and local levels to facilitate timely sharing of intelligence. Attend prison, probation and law enforcement regional and national forums as required. Support information requests and flows on both strategic and tactical intelligence, information or data requirements. • Management & Leadership: line manage and provide professional development to Band 3 Intelligence Researchers and provide support to prison and probation colleagues and partners on the Professionalisation of intelligence. <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>

Civil Service Success Profile Criteria

<p>Behaviours</p>	<ul style="list-style-type: none"> • Communicating and Influencing • Making Effective Decisions • Seeing the Big Picture • Delivering at Pace • Leadership
--------------------------	---

Strengths	(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	<ul style="list-style-type: none"> • Candidates will be required to submit a supporting statement or CV as an opportunity to further highlight how you meet the criteria set out in the job description.
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Strong communication skills (report writing and verbal) • Effective IT skills (MS Word, Excel & PowerPoint) • Intelligence Analysis (prior experience)

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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. • All staff are required to declare any conflicts of interests and vulnerabilities in line with HMPPS staff policy.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
--	---