**PERSON SPECIFICA** **TION**

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| **This form must accompany the Job Description to which it refers.** |
| **Job Title** | Intelligence Analyst  |
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| **Band/Grade** | Band 6  |

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications** | * Educated to degree level or significant specialist experience within a criminal analysis discipline.
* Current experience of working as an accredited intelligence officer within an intelligence bureau or economic crime unit.
* Recognition of prior learning gained in an intelligence organisation will also be considered.
 | * Member of the Government Counter Fraud Profession.
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| **Knowledge**  | * Good awareness of the National Intelligence Model, experience of developing intelligence products and knowledge of analytical tasking and techniques.
* Trained in the use of analytical applications.
* Excellent IT skills including the ability to use a case management database and supporting IT programs like Microsoft Office.
* Experience of handling sensitive and confidential data in compliance with the law and best practice.
 | * Knowledge of the UK Government’s Fraud Functional Standards and Professional Standards.
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| **Experience**  | * Significant practical experience of operating within an intelligence environment.
* Significant practical experience of the application of analytical skills to interpret complex information and data, including: crime pattern analysis, demographic/social trends analysis, network analysis, risk analysis, target profile analysis and results analysis.
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| **Personal Qualities** | * Strong intelligence gathering skills in order to collate, evaluate, analyse interpret and organise varied and complex information.
* Demonstrable problem solving skills and an ability to anticipate and make considered and achievable recommendations or solutions to problems based on a sound understanding of all the issues.
* Ability to present complex, potentially contentious information, effectively to a wide range of audiences at all levels.
* Highly developed interpersonal skills and the ability to communicate effectively and articulate ideas and plans verbally, in a logical and coherent and structured manner in a variety of settings and styles.
* Ability to work to agreed deadlines and standards, manage conflicting priorities, work with minimum supervision and develop solutions for overcoming barriers to progress. This requires high levels of enthusiasm, self- motivation and adaptability.
 | * A team player who prioritises organisational goals above their own and who can follow instruction of others equally as well as they can lead.
* A collaborator who values business relationships and has effective negotiation skills.
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| **General**  | * Demonstrable understanding of equal opportunities and valuing diversity.
* Must possess a clean current UK driving licence as travel within Scotland may be required.
* Knowledge and understanding of probity and appreciation of its importance.
* Flexible as unsociable hours may be required
* No previous criminal convictions
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