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# Senior Crime Analyst

## Candidate Information Pack

Please consider the environment and only print this document if you really need to.

<http://www.gov.uk/environment-agency>



Job title: Senior Crime Analyst  
Job location: Solihull / Birmingham West Midlands  
Date: November 2018  
Reference: 9434

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# 1. Our organisation

We are the Environment Agency. We protect and improve the environment. Acting to reduce the impacts of a changing climate on people and wildlife is at the heart of everything we do. We reduce the risks to people, properties and businesses from flooding and coastal erosion. We protect and improve the quality of water, making sure there is enough for people, businesses, agriculture and the environment. Our work helps to ensure people can enjoy the water environment through angling and navigation. We look after land quality, promote sustainable land management and help protect and enhance wildlife habitats. And we work closely with businesses to help them comply with environmental regulations. We can't do this alone. We work with government, local councils, businesses, civil society groups and communities to make our environment a better place for people and wildlife.

Of course, none of this will be possible without the professionalism and dedication of our staff. We are committed to promoting equality and diversity in all we do, and to valuing the diversity of our workforce, customers and communities.

We're committed to helping our people to find new ways of working and to maintain our focus on creating a better place for people and wildlife. For more information on the Environment Agency and what we do, please visit:

[www.environment-agency.gov.uk/aboutus](http://www.environment-agency.gov.uk/aboutus)





## 2. Salary and benefits

Join us in this role and you will enjoy the following benefits:

- Grade Rate:** £34,330 per annum.
- Location:** Sapphire East, 550 Steetsbrook Road, Solihul B91 1QT  
**Moving in 2019** to Aqua House, 20 Lionel Street, Birmingham B3 1AQ
- Hours of work:** 37 hours (pro rata if part time)
- Leave entitlement:** Your annual leave allowance will be 27 days (pro rata if part time) plus bank holidays. This increases to 30 days with length of service. We also offer up to two days paid environmental outcome days each year. These give you the opportunity to take part in community activities with a clear environmental outcome for people and wildlife.
- Pension:** We will enrol you into the [Environment Agency Pension Fund](#) (EAPF) on commencing employment if your contract is for three months or more. The EAPF is part of the [Local Government Pension Scheme](#) (LGPS). It is a career average scheme, which means you will build up benefits based on your pay each scheme year rather than your final salary.
- We will base your pension contributions on your actual pay and you will receive tax and national insurance relief on your contributions. The pension contribution rates currently range between 5.5% to 12.5%. Whilst you are in the scheme we will also pay an employer contribution into your pension pot. We currently pay 18.5%, so this is a very generous scheme.
- Work/life balance:** We support flexible working hours and practices to help you strike a good balance between your work life and your personal life. We will also encourage you to keep developing your skills and professional knowledge throughout your career.

**Diversity:**

We are committed to diversity and inclusion. We want all our staff to feel valued and respected and to see this as a great place to work. We aspire to be the best employer in the country for equality, diversity and inclusion (EDI) and want all our staff to feel valued and respected and to see this as a great place to work. From our EDI executive champions to our EDI employee networks, everyone has a part to play to embed equality, diversity and inclusion in our organisation. Diversity: it's in our nature.

**Relocation:**

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.

**Tenancy deposit loan:**

Our Tenancy deposit loan scheme assists permanent employees and individuals employed directly by the Environment Agency on a Fixed Term Contract of more than 3 months, to cover the costs of a deposit for a privately rented home, which can sometimes act as a barrier to moving.

The scheme gives access to an interest free loan to pay for some, or all of, a deposit and can be paid back over a period of up to 12 months (or by the end of your fixed term contract, if you are employed for less than 12 months), directly from your monthly salary.





## 3. The role

As a Senior Crime Analyst in the Environment Agency's busy intelligence department, you will interpret and analyse a wide range of data to identify patterns and trends in environmental crime. You be part of a team of analysts and will work alongside Intelligence Officers and Researchers who work centrally to provide a proactive and timely intelligence service to teams both within the Environment Agency and to our partner agencies.

The intelligence department is part of the Environment Agency's National Enforcement Service which provides support through several disciplines including investigations, prevention and disruption.

You will create quality products and reports that contain inferences and recommendations that will influence decision makers and drive our enforcement, prevention and disruption of environmental crime. These could include Problem Profiles, Subject Profiles, Network Analyses or contributing to Strategic Assessments. You will often be asked to make sense of large amounts of data, which you will need to analyse and present in a clear and concise manner.

Once up and running, you will also become a coach for our Crime Analysts, developing strong one to one relationships and having a tangible positive effect on the analysts' development and performance. We are introducing the Intelligence Professionalisation Programme (IPP) into the department and you will help embed this scheme as a way of working for our analysts.

You will support day to day intelligence processes such as briefing/scanning meetings and the Tactical Assessment as well as supporting longer term investigations. These may involve more complex and organised offending, often across multiple locations, and target our most prolific offenders. Your analysis on investigations may well support prosecutions and you will be required to present your work for court.

You will be encouraged to innovate through your analysis, constantly looking for different ways that we can tackle environmental crime. Of course you can't do this on your own so you will need to build and maintain relationships with your team and the wider enforcement community so that you can draw upon their knowledge and turn it into actionable recommendations.

Your work as a Senior Crime Analyst will include;

- Leading on production of the regional or national Tactical Assessment
- Producing in-depth problem profiles on the risk posed by a particular environmental crime

<http://www.gov.uk/environment-agency>

- Supporting complex criminal investigations from intelligence through to evidential stage
- Briefing investigators, peers and manager on your analyses
- Coaching/mentoring analysts
- Influencing others and being an ambassador for analysis, educating and demonstrating how analysis can drive an operation/investigation.

As a senior member of staff within the intelligence department, you will also be expected to share your experience and knowledge with the wider team. You will use your skills to help develop both the analytical and intelligence functions to help the Environment Agency continually improve its response to environmental crime.

## What skills do you need?

As one of our Senior Crime Analysts you'll draw upon a number of key skills and personal characteristics:

- Proven analytical and critical thinking skills
- Excellent communication skills including delivering feedback, negotiation, motivating people and nurturing relationships
- Exceptional report writing skills including the ability to express complex ideas in a clear and concise way
- High levels of organisation and ability to prioritise a varied workload
- Able to work with minimal supervision
- Confidence in presenting your work to a range of audiences at all levels
- Working collaboratively with other teams and external stakeholders
- Demonstrable coaching/mentoring skills with an appetite for developing people's capabilities as well as your own
- The ability to highlight areas for improvement, plan how to address them and make sure that this is done
- Proven strong IT skills including use of Microsoft Office Suite and analytical software such as i2 analysts notebook and GIS

## Top capabilities

As part of the application and assessment/interview processes, we'll be looking for you to tell us how you:

- achieve results
- builds and sustain relationships
- coach others
- communicate effectively
- focusses on efficiency, innovation and quality
- influence and persuade others
- manage data and information
- take decisions and solve problems
- uses your initiative

Please refer to the **Top Capabilities** document (attached to the vacancy) that describes our capability framework in further detail. The **How to Apply** section (section 6 below) provides advice on how to complete your application.

## What experience do you need?

You will ideally have considerable experience working as a crime or intelligence analyst within either a law enforcement or partner agency setting. Perhaps you have experience of other roles maybe within intelligence or research? Please tell us about how you have applied analytical thinking to your role within the application process.

Experience of using crime and/or incident recording systems along with analytical software (such as IBM i2 analysts notebook and GIS mapping) is desirable.

## What qualifications and knowledge do you need?

We are not seeking specific qualifications for this role, however you would ideally be trained to NIAT (National Intelligence Analyst Training) or equivalent level (including on-the-job experience) with superb numeracy and report writing skills. You will have in depth knowledge of the National Intelligence Model (NIM) and know how intelligence can benefit an organisation.

## What else do you need to know?

- The role is centrally based in Solihull, West Midlands but will be relocating to central Birmingham during 2019.
- There may be occasions where you will need to travel to other offices or to see operational teams. Overnight stays may occasionally be required but you will be given plenty of notice beforehand. Travel/overnight stays are covered by the Environment Agency.
- Many people within the Environment Agency support our incident management response (such as flooding). Full training is provided for this and you will be invited to find an incident role that suits should you wish to do so.
- We welcome applications for those requiring part time and flexible career opportunities.
- Please note that due to the number of applications we receive, we are not able to give individual feedback at the application stage.





## 4. Training and development

You will receive full training in our intelligence systems and procedures to allow you to perform the role of Senior Crime Analyst to a high standard. Your training and development will be a mixture 'on the job' training with e-learning and classroom based sessions mixed in.

You will be assigned a coach/mentor on your very first day, someone already in the department that will help you get started and answer any questions that you have (and you will have many).

Much of your training will be during your six month probationary period and we will be looking for you to show us your skills during this time.

Your learning and development doesn't stop once you have completed your probation; we continue to invest in ensuring you have the right skills to do your job by offering modular based development programmes linked to your role. With a strong focus on Continued Professional Development, you will be encouraged to take up to ten days every year to work on your own development. This could range from formal training to a shadowing opportunity in another department to attendance at a conference or mentoring someone new to your team.

### **What will the initial training cover?**

Typically the first six months will cover;

- intelligence and research systems
- intelligence analysis
- data sources
- health, safety and wellbeing
- legislation, regulation and enforcement
- waste issues

### **What will I achieve?**

The training is all geared towards developing the ability to do something whilst actually doing it! Therefore the training process provides you with the opportunity to apply your acquired knowledge and demonstrate competence. The aim is to get you working comfortably as part of the intelligence team as soon as possible.

We are in the early stages of implementing the Intelligence Professionalisation Programme through the College of Policing for all intelligence staff. This means that you would be required to evidence your competency in the role over time and ultimately become an accredited intelligence professional. If you already hold IPP status, please tell us in your application.



## 5. Further information

The Environment Agency values a diverse workforce and welcomes applications from all sections of the community who wish to join a workforce which embraces difference and welcomes everyone.

We aim to create and maintain a diverse workforce (including our Board and Executives) that better reflects the UK's economically active population. Therefore, we particularly welcome applications from Black, Asian and Minority Ethnic (BAME), disabled, female and LGBT+ candidates who are under-represented across our workforce.

We will consider flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

### **Eligibility to apply and continuity of employment**

Please note that Environment Agency employees are not civil servants, so you may wish to check your eligibility for continuity of employment by contacting your HR department. All eligible bodies are listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999.

Employment agency workers and contractors are considered to be external candidates and should therefore only apply for positions that are being advertised externally. They are also not eligible to claim continuity of employment should they be successful in securing a position with the Environment Agency.

If you have been a member of a Regional Flood and Coastal Committee in the last 12 months we will not be able to continue with your application based on agreed appointment rules related to employing ex-RFCC members. We would welcome an application from you once the 12 month period have passed.

### **Pre-employment checks**

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. This includes a basic criminal records check.

Once employed, we will also require you to successfully undertake vetting to SC (Security Check) level to work within an Intelligence environment.



## 6. How to apply

We use an online recruitment system. To make the application process simple and straightforward, and so that you know how it works and what we need from you, we've put together a few hints and tips.

The first thing you need to do is sign up to our online recruitment system. You'll need a valid e-mail address to log in and apply for jobs, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert. Once you've clicked this link you'll then be asked:

1. Do you have the right to live and work in the UK? – please answer 'yes' or 'no'
2. Do you have the required qualifications or equivalent experience, which were stated in the job advert? – we are not seeking any specific qualifications or experience for this role, so please answer 'yes' to this question
3. Are you currently an employee of this organisation? – please answer 'yes' or 'no'

You'll then see the '**Register**' page. Simply complete the details and select '**Submit Registration**' and register to the system. You only need to sign up to the system once; you'll just be able to login next time. You can then carry on with your application.

When it comes to the actual application, you need to fill out each section. Please be aware that the system will **automatically time out** if you are inactive for more than 60 minutes. This will result in any unsaved information being lost, so please make sure you save what you are doing regularly. Once you've finished, your details and information will be saved on the system for any future applications – of course, you can edit your details at any point.

When you apply to the Environment Agency for a job we will ask you to provide your personal data on our application form. We need this information so that we can establish your identity and your right to work in the UK. You can read our Data Protection Statement on the application process page of our recruitment system. It is also available for reference on each page of the actual application.

### Capability questions

We're keen to know what makes you right for the job you're applying for and why we should invite you for an interview. The capability questions are your chance to convince us! You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described <http://www.gov.uk/environment-agency>)

in the job advert and this candidate pack). Instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience.

There's a 250 word limit per question. It's a **crucial** part of the selection process so make sure you dedicate plenty of time to completing this part of the application form. Think about what we need to know about you and what you'd bring to the role and our organisation.

## How to prepare your answers for a capability based application

Capabilities are high level descriptions of key behaviours, skills and knowledge that underpin effective performance. They are the behaviours, skills and knowledge employees must have, or must acquire, to achieve high levels of performance. Please refer to the **Top Capabilities** document (attached to the vacancy) that describes our capability framework in further detail.

Capability questions target a specific skill, so we will be looking for some key components in your answer:

- an indication that **you** understand the importance of that capability to the role for which you have applied
- evidence that **you** understand the fundamental skills associated with that capability
- an **example** that highlights your possession of that capability
- an awareness from **you** of how the critical skills will be used to good effect in the new role

## The STAR approach

STAR stands for:

- **S**ituation
- **T**ask
- **A**ction
- **R**esult

The STAR approach is a universally-recognised communication technique designed to enable you to provide a meaningful and complete answer to questions asking for examples and it has the advantage of being simple.

### Step 1 – Situation or Task

Describe the situation that you were confronted with or the task that needed to be accomplished. With the STAR approach you need to set the context. Make it concise and informative, concentrating solely on what is useful to the story. For example, if the question is asking you to describe a situation where you had to deal with a difficult person, explain how you came to meet that person and why they were being difficult. If the question is asking for an example of teamwork, explain the task that you had to undertake as a team.

### Step 2 – Action

This is the most important section of the STAR approach as it is where you will need to demonstrate and highlight the skills and personal attributes that the question is testing. Now that you have set the

context of your story, you need to explain what **you** did. In doing so, you will need to remember the following:

1. Talk about yourself, not the rest of the team
2. Go into detail
3. Steer clear of technical information, unless it is crucial to your story
4. Explain **what** you did, **how** you did it, and **why** you did it

### What, how and why

When we shortlist your application, we would like to know how you reacted to the situation. This is where you can start selling your skills. For example, you may want to describe how you used the team to achieve what you wanted and how you used your communication skills to keep everyone updated on progress, etc.

This is probably the most crucial part of your answer. We want to know that you are using a variety of transferrable skills in order to achieve your objectives. You must be able to demonstrate in your answer that you took specific actions because you were trying to achieve what you wanted, and that things didn't happen simply by chance.

When discussing a situation where you had to deal with conflict, a good answer might provide an example of how you intervened to diffuse the situation, how you approached it with consideration for both yourself and others. For example:

*"I could sense that my colleague was irritated and I asked him gently to tell me what he felt the problem was. By allowing him to vent his feelings and his anger, I gave him the opportunity to calm down. I then explained to him my own point of view on the matter, emphasising how important it was that we found a solution that suited us both."*

This answer helps us understand what drove your actions and reinforces the feeling that you are considering the needs of others before acting. It provides much more information about you as an individual and is another reason why the STAR approach is so useful.

### Step 3 – Result

Explain the positive outcome of your action(s) – how it all ended. Use the opportunity to describe what you **accomplished** and what you **learnt** in that situation. This helps you make the answer personal and enables you to highlight further skills.

### An example

For example, a strong answer to this capability question might be constructed in the following way:

"Can you tell us of an occasion when you demonstrated strong leadership in order to produce a positive outcome?"

1. Consider an introductory sentence or two about the importance of strong leadership in general terms.
2. Explain what strong leadership looks like to you. Make this personal to you; express an opinion on leadership rather than regurgitate leadership theory.

3. Talk about how you exhibited strong leadership. Draw upon a couple of real life examples which shows good evidence that you have the skills that you say you do.
4. Don't dwell too much on the details of the situation – word count (and time in interviews) is limited; we want to hear about what you did and how you contributed, added value, and drew on your skills, and how your leadership intervention was critical.
5. Discuss how these skills would transfer to the new position you are applying for.

The key in answering all capability questions is that you are required to **demonstrate** that you have the right skills by using an example (or examples) based on your work or life experience, and not just talk about the topic in a theoretical, general or impersonal manner.

## How we shortlist

We will shortlist your application based **only** on the information you've provided in your application form, including the answers to the capability questions. We score your answers to the capability questions and use these scores to make decisions on whether we'd like to invite you for an interview. We may also take into account your previous work experience or qualifications, depending on whether this is a requirement of the role or not.

## Should I attach my CV?

If you choose to attach your CV (this is not necessary), please note that your CV **is not visible to us at the shortlisting stage**.

## Application questions

For some roles, we'll ask you some specific questions, like if you have a preferred work location. If you're disabled and you'd like to be part of our Guaranteed Interview Scheme, you can add this information in here.

## Equality and diversity

We're committed to reflecting the communities we serve and we'd like you to tell us about yourself and your background.

## Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done.

Don't leave your application until the last minute – technical support is provided Monday to Friday only; and most vacancies close at 23:55 in the evening. If you are unable to submit your application at 23:54 on the day applications close, we will be **unable to accept late submissions**.

If, at any stage, you have questions or problems, please contact the recruitment team on 0845 241 5350 or email [ea\\_recruitment@sscl.gse.gov.uk](mailto:ea_recruitment@sscl.gse.gov.uk)

## Sign up for job alerts

You can set up email alerts for future vacancies and will automatically receive an email when a job that matches your criteria becomes available. To do this simply login then click on '**create a new job alert**', enter your job criteria and save.

