

create a better place



Crime Analyst

Candidate Information Pack



Job title: Crime Analyst
Job location: Various
Date: March 2021
Reference:

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1. Our organisation

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

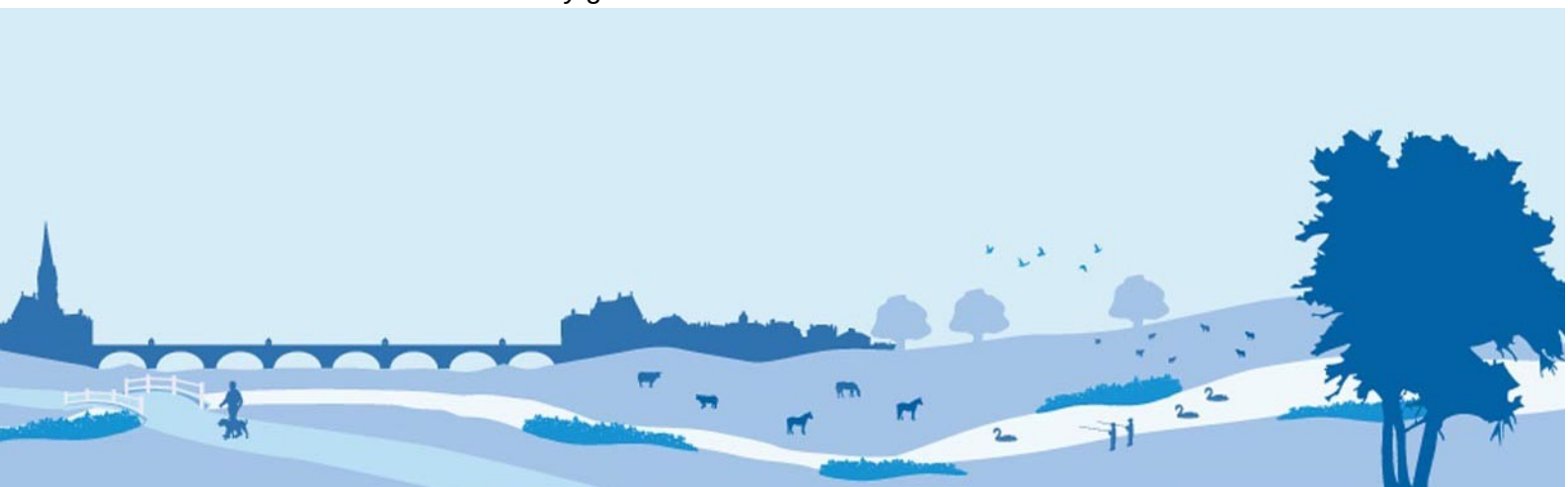
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2. Salary and benefits

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

Grade Rate:	£29,706 (pro-rata - if part time or an assignment)
Location:	Various including West Midlands Yorkshire, and the Humber
Hours of work:	37 hours FTE, Permanent
Leave entitlement:	<p>Your leave allowance in this role will be 25 days or equivalent, depending on working pattern, plus bank holidays. Your allowance will be pro-rata if you work part time or you are on an assignment to a role at a higher grade that attracts an increased entitlement. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.</p> <p>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.</p>
Pension:	<p>We will enrol you into the Environment Agency Pension Fund (EAPF) on commencing employment, if your employment contract is for 3 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.</p> <p>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 19%, so this is a very generous scheme.</p>



2. Salary and benefits continued

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 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 employees directly employed by the Environment Agency in meeting 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 on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



3. The role

As a Crime Analyst in the Environment Agency's busy Intelligence and Partnerships Team, you will interpret and analyse a wide range of data and intelligence to identify patterns and trends in environmental crime. You will work with a team of Crime Analysts, alongside Intelligence Officers and Intelligence 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 and Partnerships Team is part of the Environment Agency's National Enforcement Service NES which provides support through several disciplines which includes investigations and Joint Unit for Waste Crime JUWC.

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.

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 may be required to present your work for court.

When conducting your analyses, you will need to be proactive and objective, looking for innovative ways of tackling 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.

- Identifying crime series and hotspot locations
- Producing an in depth report on the risk posed by a particular environmental crime
- Using ANPR data to determine an offender's movements
- Creating a timeline of events for a jury
- Briefing investigators on your findings
- Linking crimes and criminals to show the big picture of offending

What skills do you need?

As one of our Crime Analysts you'll draw upon a number of key skills and personal characteristics. You'll need to:

- have an analytical mind and a thirst for uncovering the unknown
- possess good research, critical thinking and problem solving skills
- have excellent communication and report writing skills
- show excellent attention to detail
- the ability to express complex ideas in a clear and concise way
- able to handle large data sets, interpret what they mean and present your findings
- build and maintain strong relationships with a diverse range of people
- be innovative & take the initiative wherever you can
- be able to work under pressure, organising and prioritising your workload to meet deadlines
- have great IT skills (in particular Microsoft Office suite) and the confidence to learn new systems
- be self-motivated with the ability to work with minimum supervision
- have a proven ability to work collaboratively with other teams and external stakeholders
- handle information securely

Top capabilities

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

- achieve results
- communicates effectively
- influence and persuade others
- manage data and information
- take decisions and solve problems

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

What experience do you need?

Whilst experience in the Police is not needed, it would be useful **to** have knowledge and ideally experience of dealing with and handling intelligence, as well as knowledge of the surrounding legislation. If you have relevant transferrable skills not related to law enforcement, please tell us about them too!

Ideally you will have worked in an analysis, research or investigation setting, producing reports and briefing your customers on your work. We're also looking for someone with good relationship building and critical thinking skills, a proven ability to work collaboratively with other teams and external stakeholders.

What qualifications and knowledge do you need?

We're not seeking any specific qualifications for these roles. It's much more important that you have the right knowledge, experience, personal characteristics and a passion for what you do.

Ideally that knowledge will include use of analytical techniques, intelligence principles/handling and the National Intelligence Model (NIM). You may even have previous experience of crime/intelligence analysis including intelligence handling, analytical software (such as i2 or GIS), or even undertaken National Intelligence Analysis Training (NIAT) or equivalent. If so, please let us know in the application form.

Training and Development

You will receive full training in our intelligence systems and procedures to allow you to perform the role of 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 rights 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

There will also be the option of undertaking a level 4 apprenticeship in Intelligence Analysis once established in post.

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.

Intelligence staff within the Environment Agency are also offered the opportunity to undertake the Intelligence Professionalisation Programme sponsored by the College of Policing. This programme requires you to evidence your skills and knowledge over time and as a result, you become a certified intelligence professional within your role.

Further role info

- You will be required to undertake and pass NPPV3 vetting and Security Check (SC) clearance in order to work in an intelligence handling environment
- Please contact the vacancy manager Steph Ingham if you would like to discuss the role in more detail
steph.ingham@environment-agency.gov.uk



4. 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.

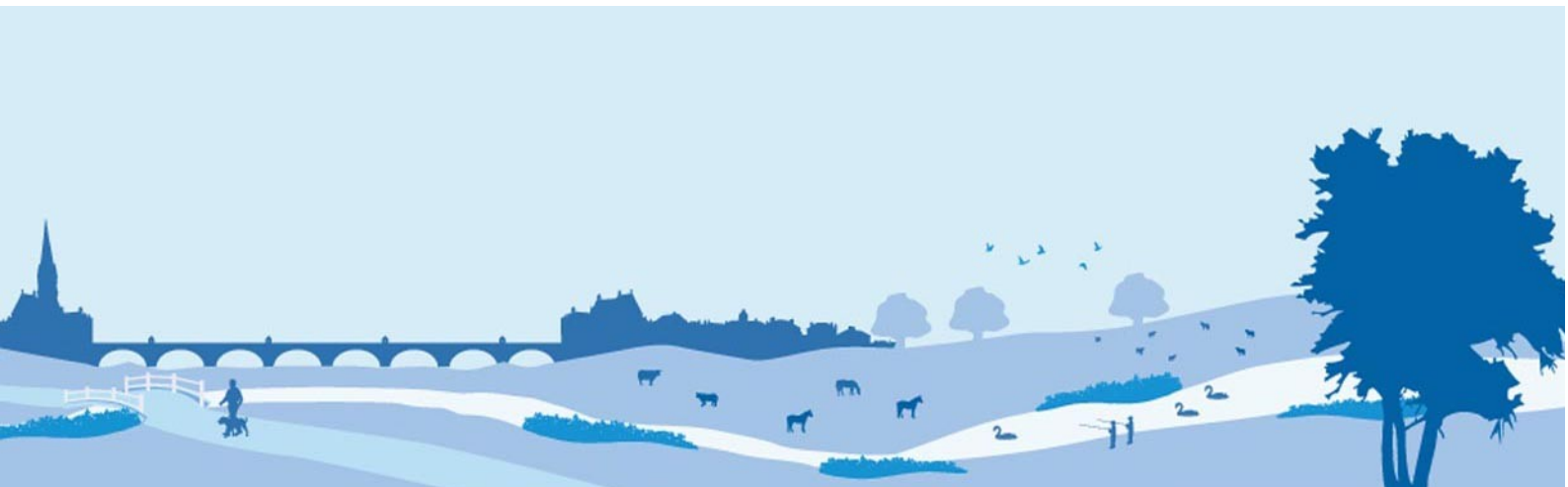
We will consider flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

- The office is centrally located in Birmingham city centre, West Midlands but you will also have the capability to be able to work from home.
- There will be some travel to other offices and overnight stays may occasionally be required but you will be given plenty of notice beforehand.
- 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.

Eligibility to apply and continuity of employment

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.



4. Further Information continued

For applicants who currently work in local government or other bodies listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, you may be eligible for continuous service for the purpose of calculating any future redundancy payment. In addition, if you can demonstrate that you have worked at the Environment Agency immediately before joining the Civil Service and are now being re-employed by the Environment Agency within a period of three years of leaving, you may also count your Civil Service employment for the purpose of calculating your service related entitlements as outlined above. If you are unsure of your status then you should contact your own HR Team.

Pre-employment Checks

We apply the Baseline Personnel Security Standard (BPSS) check when recruiting staff to our posts. This includes a basic criminal records check.

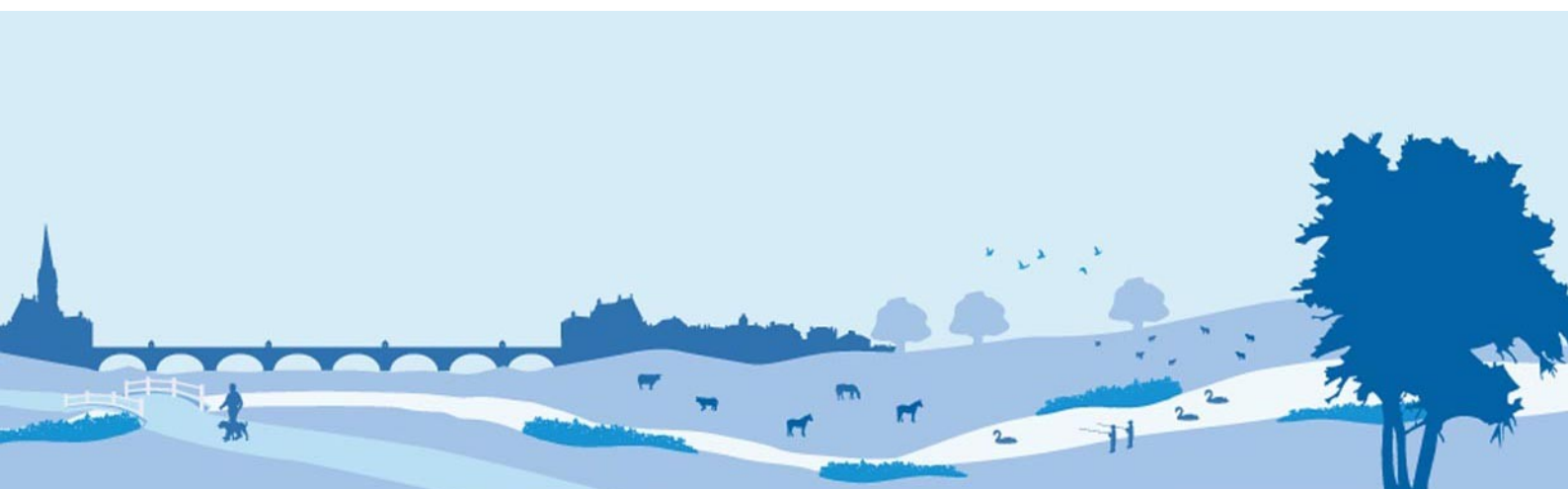
For the great majority of roles in the Environment Agency this will be sufficient and only certain roles will require a higher level of clearance. Should this be necessary, you will be advised of this during the recruitment process.

Positions based at our London office or roles that require frequent travel to London require CTC level security clearance. This will be confirmed to you during the recruitment process.

Want to find out more?

To find out more about what it's like to work at the Environment Agency, please visit:
<https://www.gov.uk/government/organisations/environment-agency/about/recruitment>





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5. 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. Make sure you have all the information you need about the vacancy. For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.

The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, 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:

- Do you have the right to live and work in the UK?
- Do you have the required qualifications or equivalent experience, which were stated in the job advert?
- Are you currently an employee of this organisation?

Simply answer yes or no and you can carry on with your application. 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.

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 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.



5. How to apply continued

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.

Competence Questions/Statement

We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And 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 competence including spaces. It's a really important part of the selection process so make sure you keep your statement relevant and concise. Think about what we need to know about you and what you'd bring to the role and our organisation.

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.



5. How to apply continued

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.

Please be aware that once you've submitted your application, with the exception of the 'Personal Details' section you will not be able to edit your application further. If you decide to withdraw your application, you will not be able to submit another application for the same vacancy.

If, at any stage, you have questions or problems, please contact the recruitment team on 0845 241 5350 or email ea_recruitment@gov.sscl.com

Setting up 'job alerts'

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

ENVIRONMENT AGENCY BENEFITS



The Environment Agency offers an attractive and competitive benefits package, including:

Core Benefits	Training & Development	Work/life Balance	Health & Wellbeing	Finance
Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.	Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.	Flexible Working Flexible working patterns including job share.	Occupational Health Access to Duradiamond Healthcare advisory service.	Interest Free Loans For season tickets, bicycles and safety equipment.
Pension Scheme A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay, ranging between 5.5% and 12.5%. The EA contribution is currently 19% of your pay.	Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.	Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.	Eye Care Free eye tests.	Special Leave Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.
Holidays Annual holiday entitlement starting at 25 days plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year	Examination Leave Paid leave for exams and revision for approved studies.	Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.	Employee Assistance Service Access to Workplace Wellness available to you and your family	Financial Education Club Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.
Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.	Professional subscriptions We will pay the membership fees for one relevant professional association.		Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.	Tenancy deposit loan scheme Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.
			Health Discounts Optional discounts provided by a number of external providers and health clubs	<i>The following benefits only apply to eligible roles:</i>
			Local Benefits These vary from region to region.	Lease Car Scheme Relocation Assistance Free Car Parking

