

JOB DESCRIPTION

Name of the Post: First Officer in the Analysis Unit (SC7) – Operational Profile

Reporting to: Head of the Analysis Unit

1. Purpose of the post

The Analysis Unit currently has 94 members of staff providing a wide range of analytical services within the following main areas: Operational analysis, Strategic analysis, Training, Awareness and Policy.

The Analysis Unit dedicates most of its resources to operational analysis activities linked to the various Analysis Work Files (AWF). In addition a major strategic product, the OCTA, is within the responsibilities of the unit.

Under the supervision of the Head of the Analysis Unit, the selected candidates will be partaking in Europol's activities in the field of collecting, processing and analysing operational or strategic criminal intelligence.

2. Tasks and Responsibilities

The successful applicant will have to carry out the following main duties:

- Head or take a key role in analysis project groups, including the gathering, collating and analysis of data;
- Draft intelligence analysis reports of operational nature;
- Contribute to the quality management of the unit;
- Provide analytical support for major criminal investigations involving two or more Member States.
- Create own Project Plans and maintain the continuity of each project ensuring deadlines are met within the time limits set;
- Keep an active interest in the way current intelligence is handled by participants in Europol and support the Intelligence Led Policing concept with a constant awareness of incentives to be acted upon, contribute to the development of methods and techniques used by Europol and keep abreast of analytical developments;

- Search open source information systems for information relevant to specific projects;
- Ensure development of relationships with Member States law enforcement agencies and with other organisations in respect of analytical matters;
- Liaise with and assist colleagues on other analytical projects including strategic ones and where appropriate, refine analytical techniques, particularly in the use of computerised systems;
- Represent Europol at specialised conferences as well as at specialised fora;
- Give presentations to visitors to Europol on the role of the Analysis Unit and when requested explain the intelligence analysis process.

3. Requirements

3.1 General requirements (Art. 24 of the Europol Staff Regulations)

The post holder should:

- **Be a member of a competent authority in one of the Member States of the European Union and enjoy full rights as a citizen;**
- **Have an excellent oral and written command of at least two official languages of the European Union, including English;**
- Have a level of education that corresponds to completed studies (e.g. university or university of applied sciences) or comparable education attested by a diploma (e.g. Police Officer's School);
- Have a minimum of 8 years experience in the law enforcement environment dealing with operational or strategic criminal intelligence analysis.

3.2 Specific skills and competencies required for the post:

The post holder should have:

a. Professional experience:

Essential:

- Experience in team management;
- Experience in handling large amounts of operational data;
- Experience in the analysis of complex cases.

Desirable:

- Experience in international cooperation with intelligence.

b. Professional knowledge:

Essential:

- Strong background in operational intelligence and experience in developing intelligence products;
- Excellent knowledge of the law enforcement environment and practices;
- Completed operational analysis course.

Desirable:

- Completed strategic analysis course or similar;
- Received training in specialised analysis software.

c. Technical skills and competencies:

The post holder should:

Essential:

- Be competent in data pre-processing;
- Be computer literate, not only with basic software but also in respect of searching open sources with particular emphasis on MS Word, Excel and Access;
- Be competent in i2 Analyst's Notebook v7;
- Good writing and presentation skills in English.

Desirable:

- Be familiar with project management techniques and/or affiliated software applications.

d. Social skills and competencies:

Essential:

- Have the ability to work under pressure both independently and in a team/group;
- Be able to communicate articulately, both oral and in writing within law enforcement and in particular within the analytical environment;

- Have a confident manner, be highly motivated and flexible in approach;
- Display a high level of corporate spirit;
- Be creative and flexible;
- Have the ability to co-operate with other departments, units and agencies with a high level of diplomatic understanding;
- Possess a high degree of integrity.

Desirable:

- Be capable of operating effectively in an international and multi-cultural environment.

4. Salary

Scale: 6

The basic salary is EUR 5 736, 61.

(Tax deductions and social contributions within Europol amount to approximately 15-20%)

In addition, when relevant, family allowances can be granted:

- 5% of the basic salary – household allowance;
- EUR 284,20 (net) - per dependant child;
- EUR 926,77 (net) – expatriation allowance

Additional benefits (annual trip home, education allowance, rent and other allowances, excellent health insurance, etc.)

5. Additional Information

5.1 Main dates:

Deadline for application: 28 April 2009

Recruitment procedure: 18. – 19. May 2009

Starting date of employment: as soon as possible

5.2 Selection procedure:

All short listed candidates will be invited to attend a written examination as well as an interview. Both parts of the selection will concentrate on the competencies outlined on this job description but will specifically test the ability to use MS Office applications and i2 Analyst's Notebook in English as well as the ability to handle large amounts of data.

5.3 Contact Details:

Should you have further questions on the details of the above position, or should you require any guidance on completing the application form please consult the EUROPOL RECRUITMENT GUIDELINES on www.europol.europa.eu or call +31 (0) 70 302 5298 or +31 (0) 70 353 1628.
