POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position in the Department

Postal Crime Analyst (SOG/ST 5)
Salary: $1,055,780.00 - $1,254,991.00 p.a
Allowances: As may be applicable to the position

JOB PURPOSE

Under the direct supervision of the Chief of Security the Crime Analyst performs a variety of analytical duties related to crime and law enforcement statistics. The incumbent gathers, collates, categorizes, and analyzes narrative and statistical data pertaining to past and current criminal activity; prepares and disseminates reports and recommendations pertaining to existing and anticipated criminal activity, threats, vulnerabilities, to authorized personnel in order to increase the effectiveness of safeguarding the postal system, the apprehension of suspects, the recovery of public assets and in support of loss and crime prevention activities across the Department.

The incumbent also provides technical assistance to the investigative process; provides analysis and recommendations concerning the Security Unit's functions.

KEY OUTPUTS

- Reports prepared
- Projects and activities managed and completed
- Statistical and technical data compiled, organized, analyzed, prepared and presented
- Statistical and analytical reports, charts and graphs prepared
- Established and maintain effective working relationships with stakeholders
- Analysis, conclusions and recommendations made.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities
- Develops, and maintains liaisons with local, regional and international law enforcement agencies for the purpose of exchanging crime information and intelligence
- Reviews security audit and investigation reports, and recommend the mitigation of security, risk and threat exposures identified.
- Coordinates loss prevention assessments with Internal Audit, Personnel and other Units and Sections where applicable
- Provides technical assistance to the investigative process; prepares, reviews and analyze crime statistics and reports to identify, evaluates and provides crime patterns and suspect correlations, leads and profiles; compiles and provides a variety of information concerning stolen public revenue and other assets
- Assists in preparing strategic action plans;
- Prepares and delivers presentations on detailed crime information, graphics, bulletins and related materials for the Unit and or Department
- Communicates with other staff, Units, Sections, departments and allied and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact police departments to request statistical crime information
- Provides training to department personnel concerning the use of crime analysis information and reports
- Keeps abreast of the latest case management software and associated technology, practices and industry best practices by reading, attending workshops, seminars locally, and overseas

Technical/Professional Responsibilities
- Conducts extensive research and strategic crime analysis to identify crime patterns and trends; analyzes long term crime patterns and trends using probability studies and complex statistical analyses such as random samplings, correlation
- Develops and implements reports using various analytical and business intelligence tools
- Develops and tests hypotheses; develops victim and suspect profiles (e.g. physical or vehicle description profiles); forecasts future criminal activity
- Assists operations and management personnel in planning the deployment of resources effectively and efficiently for the identification, prevention and suppression of criminal activity by using charts and graphs, to inform
- Compiles and analyzes a variety of investigative, audit and loss prevention reports and statistical data from a variety of sources related to crime and law enforcement statistics to support crime prevention activities and enhance the safeguarding and recovery of public revenue and other classes of assets

- By mapping crime trends and patterns and correlating a variety of crime related data, the Crime Analyst assists in the investigative process and provides analysis and recommendations concerning fiscal resource utilization, investigation planning, proposed security solution architecture, technology, human and technological deployment of resources, special operations, coordination of administrative services, project planning and budgeting so as to develop and enhance the security solutions within the postal system
- Provides analysis and recommendations concerning a variety of department functions such as resource utilization, investigation planning and deployment, special operations and tactical deployment, unit budgeting, program planning and coordination of administrative services.
- Receives, prioritizes and logs statistical analysis and reporting requests; establishes time lines for completion of statistical reports
- Provides assistance in the case clearance process and perform related comparisons
- Responsible for developing and maintaining manual and automated systems for the storage and retrieval of crime data/information readily
- Identifies anomalies in data and provide information on proposed solutions and impact

Other Responsibilities
- Perform any other related duties assigned

PERFORMANCE STANDARDS

- Analysis, conclusions and recommendations when tested are sound and hold up to rigid legal and stakeholder scrutiny and probing
- Research and Analysis are comprehensive, accurate and relevant and in accordance with GOJ regulation and standards
- Reports are comprehensive and accurate and produced within the agreed timeframe
- Maintain the highest level of confidentiality
- Loss prevention assessment conducted within the specified timeframe

REQUIRED COMPETENCIES

- Possess risk management skills
- Possess a high level of integrity
- Respect and maintain confidentiality
- Strong presentation skills
- Capacity to think analytically
- Good interpersonal skills
- Strong leadership skills

MINIMUM REQUIRED QUALIFICATIONS and EXPERIENCE:

- Bachelor of Science Degree with a major in Criminal Justice, Law Enforcement, Statistics, Behavioral and Social Sciences or Sociology or a closely related field
- Certification in the Principles and Practices of Statistical Research and Analysis
- Certification in Criminal Analysis and Intelligence Gathering
- Certification in Research Methodology
- Five (5) years experience in Crime/Intelligence Analysis, or Law Enforcement Investigative support activities earned in a criminal justice or law enforcement setting/agency

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High risk environment
- Exposure to criminal activity
- May require occasionally working after established working hours, weekends, holidays

AUTHORITY

- To collect, collate, safeguard sensitive information, data, intelligence in all its forms.

Please forward application along with resume no later than **January 8, 2015** to:

Senior Director, Human Resource Management
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO

OR

hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.