

Job Description: Intelligence Analyst (Specialist)

Background

EIA seeks to facilitate more effective enforcement against the illegal trade in endangered species, hazardous chemicals and waste, and against illegal logging and timber trafficking. Our campaign tools (reports, briefings, videos, public action alerts), combine the use of hard-hitting visuals with first-hand field accounts and secondary information to illustrate the nature, scale and impact of environmental crime. EIA advocates practical solutions and where relevant capacity building materials for enforcement authorities and civil society.

We recognise the value of collating, analysing and using intelligence on environmental crime to plan our own investigations, to provide actionable intelligence where appropriate and relevant, and to deliver compelling evidence to decision-makers so that they increase commitment and investment in effective enforcement.

EIA has access to information on environmental crime through our own investigations and through a variety of government and non-government sources. Historically, information has been stored in different formats and data from different campaigns has generally been held in different systems and subject to different levels of interrogation and analysis.

Managed and analysed appropriately, EIA's information can be used to facilitate future investigative planning, provide an overview of trade patterns and hotspots for publication, map criminal networks, demonstrate the serious and organised nature of environmental crime and support/direct the professional enforcement community.

About the role

EIA is seeking a skilled intelligence analyst to join EIA's intelligence team. The role will primarily focus on supporting EIA's work in West and Central Africa on wildlife trafficking and illegal logging. The ideal candidate will have experience working on law enforcement investigations in an intelligence capacity and if possible, experience working on financial investigations. They will be required to provide comprehensive intelligence support to EIA's investigators and to external partners, which will sometimes require travel at short notice. They will be able to work well within a team and be committed to improving intelligence and investigation capacity within focus countries.

Funding for the role is confirmed for two years, with the possibility of extension depending on funding availability.

Main purpose of position

The intelligence analyst will be responsible for collating, managing and analysing intelligence on organised transnational environmental crime and illicit financial flows. The analyst will be responsible for producing a number of different outputs in written form which may be supported by diagrams, charts and maps. Outputs are directed to internal and external stakeholders in line with campaign aims and used to inform investigation priorities and provide insight on campaign strategies. The intelligence analyst will also be required to provide intelligence capacity building for partners.

Organisational matters

The position is a Grade 2 post within EIA's personnel structure. The role is for a period of two years, with the possibility of extension subject to funding.

The intelligence analyst will report to the senior intelligence analyst as part of the intelligence team. The intelligence analyst's priorities will be determined by campaign strategies and workplans, and they will work in cooperation with relevant members of staff in all departments to fulfill the following responsibilities.

Responsibilities

Intelligence (Specialist)

- **Production:** Produce intelligence reports and manage the corporate intelligence record.
- **Collection:** Work closely with investigators to offer intelligence taskings based on collection requirements for undercover investigations.
Travel at short notice internationally to support investigations and build relationships with partners.
Conduct open-source research to corroborate intelligence and develop knowledge of an investigation or issue.
- **Validation:** Evaluate and assess intelligence to identify weaknesses and gaps. Conduct supplementary contextual research as required including open-source information checks, historic data searches and liaison with internal and external colleagues.
- **Analysis:** Use analytical techniques to review intelligence reports and produce analytical assessments. For internal and external audiences, produce analysis-driven outputs, including but not limited to:
 - Subject and company profiles
 - Information alerts and summaries
 - Intelligence assessments
 - Financial typologies
 - Diagrammatical outputs such as network and commodity flow charts, and

maps

- Intelligence trend analysis
- **Dissemination:** Produce dissemination reports to provide to governmental, NGO, inter-governmental and private sector partners within agreed intelligence sharing protocols.

External contacts

- Maintain contact lists with relevant intelligence community.
- Liaise with contacts (media, government, law enforcement personnel and civil society) on information gathering, verification and ad hoc queries.
- Represent EIA at relevant external meetings.

Communications

- Produce concise, accurate, informative, fully referenced outputs in a timely manner for further dissemination.
- Assist in the planning, preparation and writing of campaign reports and other written and audio-visual materials, such as enforcement training guidance.

Information governance

- Ensure all information references and files are organised, graded and accessible using the EIA intelligence management SOP.
- Follow information governance procedures and as relevant, implement measures to improve processes and activities.
- Identify additional or alternative methods for collating, analysing and using EIA and other source information, and advise the Senior Intelligence Analyst.

Operational management of activities:

- Maintain relevant project trackers and workplans.
- Follow security and risk mitigation procedures and assist with implementation of risk mitigation processes and measures as applicable

Financial planning and budget management

- Produce budgets for all project-related activities prior to expenditure and complete reconciliations.
- Enter POFs into relevant Campaign Budget Tracking sheets.

Strategic planning

- Participate in the production of annual campaign strategies for EIA's Campaigns in relation to Theory of Change.
- Participate in EIA's long term strategic planning and Theory of Change process as required.

Human resource management

- Manage project volunteers as directed, liaise with consultants.

Income generation

- Assist the campaign leaders and fundraising team in the production of reports and proposals for donors.
- Participate in fundraising activities as requested.