



Role Description

Role: Senior Strategic Analyst, Financial Intelligence Unit

Board: Financial Intelligence Unit (FIU)

Grade: Pay Band 19 (HEO)

Responsible to: Senior Manager IOMFCP

Responsible for: Whilst this role has no direct reports, the holder will be responsible for providing guidance and training to all FIU staff in respect of specialist analytical functions.

Job Summary

The Isle of Man Financial Intelligence Unit (FIU) has a core purpose to protect the integrity of the Isle of Man's financial system, by contributing to the administration of justice through its expertise in detecting financial crime, countering money laundering and the financing of terrorism.

The FIU contributes significantly to the effectiveness of the Isle of Man's detection, investigation and enforcement regime, which is dependent on the quality of information gathered, analysed and disseminated in the form of intelligence packages.

Specific functions of the FIU include:

- Receiving, gathering, analysing, storing and disseminating information/intelligence about suspected money laundering, financing of terrorism, suspected breaches of financial sanctions, and financial crime (whether inside the Island or elsewhere);
- Preventing and detecting money laundering, financing of terrorism and financial crime (whether inside the Island or elsewhere);
- Cooperating with Law Enforcement Agencies;
- Contributing to the prevention and reduction of money laundering, financing of terrorism and financial crime and to the mitigation of their consequences;
- Contributing to the global response to money laundering, financing of terrorism, financial sanctions breaches and other financial crime through close collaboration and engagement with the international network of FIUs and other law enforcement agencies and bodies such as MONEYVAL and the Financial Action Task Force.

The Financial Intelligence Unit is the lead agency for the Isle of Man Financial Crime Partnership (IOMFCP), an Isle of Man public-private partnership between law enforcement, the regulators and the financial sector. It aims to facilitate and promote the sharing of strategic and tactical intelligence to enhance both law enforcement investigations and the development of incisive and relevant typologies and risk assessments.

Purpose of the Role

The primary purpose of the role is to support both the FIU and the IOMFCP's aim to produce incisive, relevant and high-quality analytical products, ensuring that both continue to work to support the Isle of Man Government's Financial Crime Strategy.



The post holder will be required to use recognised analytical techniques to collate and validate intelligence, evaluating the reliability of sources and the credibility of the information. They will be responsible for creating or contributing to intelligence products for dissemination to partner agencies and IOMFCP members, and for delivering information by way of formal reports or presentations in order to assist the Director and Head of Operations in setting strategic and operational objectives.

The successful candidate will act as a "critical friend" to FIU Supervisors and Senior Managers, proactively identifying gaps in both intelligence held, methods of intelligence gathering, and policy and strategy. They will be an experienced strategic analyst with the ability to work with a wide range of professionals to develop strategic analysis to provide in-depth analysis of the threat and risk to the Isle of Man presented by money laundering, terrorist financing, proliferation financing and other financial crime.

Special Requirements

The post holder will have access to material of a secret, private and sensitive nature. Consequently, the post holder of this role will be required to be checked in order to maintain a national Security Check clearance (SC) as a minimum. The SC Vetting procedure will involve enquiries about the post holder's personal and private circumstances.

Positions within the FIU are listed as exempted from the legislation relating to the Rehabilitation of Offenders. This means that applicants will be required to disclose all previous criminal convictions at the final stage of the recruitment process, whether they would normally be considered 'spent' or not.

Main Duties and Activities

Researching, collating and disseminating Intelligence Data

- Undertaking strategic analysis through researching, collating, and disseminating intelligence data.
- Research and assimilate large volumes of data and intelligence to support the preparation and production of complex research-based reports.
- Utilise the bulk data gathered to identify common trends or typologies, particularly those relevant to the Isle of Man.
- Evaluate the quality of intelligence gathered using current recognised models, make evidence-based recommendations in respect of further investigation.
- Review current and previous intelligence reports, and where appropriate identify and disseminate intelligence with a narrative explaining changes in interpretation.
- Disseminate intelligence to relevant organisations, departments and individuals while maintaining the required level of confidentiality and duty of care and having due regard to the sensitivity of the information.
- To lead and support IOMFCP operational groups to leverage the wide range of expertise available to identify trends and typologies for prevention and detection purposes. To identify strategic threats and vulnerabilities. To develop mitigating strategies.

- Take part in forums, projects and technical meetings which will be beneficial to the functions of the IOMFCP involving other government departments and external stakeholders.
- Provide expert strategic analysis advice to IOMFCP and the wider FIU.
- To work very closely with other FIU analysts as part of the FIU's strategic function to fully understand the threat and risks to the Isle of Man presented by money laundering, terrorist financing, proliferation financing and other financial crime.
- To contribute to the Isle of Man objective of evidencing effectiveness against the FATF international standards.

Data Protection

- To act as the FIU Freedom of Information Officer and co-ordinate responses according to legislation and policy and provide support to the Data Protection Officer.

Others

- Reporting to the Senior Manager IOMFCP and providing support to that role and acting up in the role when required.
- To collate and present relevant FIU and IOMFCP statistics as required by the FIU and partner agencies.
- To assist the International Lead and Engagement Officer through the provision of statistics and assistance collating information requested by international counterparts.
- Complete administration procedures, ensuring that all processes relating to the handling of information are carried out in a prompt and efficient manner.
- Undertake AML / CFT / educational presentations to the financial community and regulated sector.
- Be prepared to occasionally travel overseas for intelligence gathering, training purposes or involvement in international forums such as other jurisdictions PPP's, Moneyval and The Egmont Group.
- Commitment to personal development including attending Strategic Analyst Courses by RISC / Egmont Group.
- To provide expert analytical support to the operational analysis of large complex cases as required by the FIU operational syndicates.
- Any other duties commensurate with this role.

Key Responsibilities

1. Service Delivery

The post holder will fulfil the duties and objectives allocated to the post by the Director or Head of Operations, FIU. There may, on occasions, be a need to undertake sensitive intelligence collection and analysis as directed by the Director, FIU. Discretion and an acceptance of the principal of "need to know" is paramount.

2. Management of Staff and Resources

Whilst this post does not have any direct reports, the successful applicant will be expected to mentor and develop all staff in regards specialist analytical functions. The post holder will ensure that all responsibilities with regard to the Performance



Management System are met. The post holder will undertake their duties being cognisant of the priorities time limits that are laid down by legislation.

3. Representation and Corporate Contribution

It is expected that the post holder will be a committed ambassador of the Financial Intelligence Unit and the work that it seeks to achieve. At times the post holder may have to liaise with political representatives, other FIUs and external law enforcement agencies.

4. Provision of Advice

The post holder will be a source of information and advice to Government Agencies on Financial Crime related matters.

General Scope & Other Duties

Performance Management and Improvement

All FIU staff have a personal responsibility for performance management. The post holder will be expected to contribute to their 3C's annual performance development reviews and be proactive in identifying and undertaking training and personal development which is relevant to their role.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks (or 'near misses') to a responsible manager.

Reporting Framework

The post holder reports to the Senior Manager IOMFCP.

Integrity

The successful candidate will be expected to recognise that their everyday work will require the highest level of personal and professional integrity. Each FIU employee has a personal responsibility to maintain the confidentiality of all the FIU's business.

General Scope

This document is intended to be a guide to the general scope of duties and not an inflexible specification. The post holder will share with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This role description will be reviewed as necessary to reflect the future requirements of the Financial Intelligence Unit.

Knowledge, Experience and Training

To properly deliver the requirements of this post it is expected that the post holder will have the following qualifications, experience and training;

1. Experience of working with limited supervision; planning and prioritising own work load and making multi-factor decisions.
2. A recognised relevant professional qualification, such as GIAT, NIAT or similar, is desirable. Although experience is not essential, the post holder must have willingness to learn and work with a range of IT applications, including some specialised data collection, analysis and presentation tools. Familiarity with Microsoft PowerBI and SQL will also assist in the role. Competent use of Microsoft Office applications is essential.
3. Experience of applying analytical thinking and assessment techniques to assess large amounts of information and intelligence, establishing rationale for analysis and applying critical thinking methodologies.
4. Experience of writing reports and compiling assessments that articulate analytical findings to inform strategy, policy and operational activity. Experience of presenting and communicating analytical findings clearly and succinctly in a style that may be presented to a range of partner agencies and the financial sector
5. Strong written communication skills with evidence of writing reports and compiling assessments that communicate analytical findings, ensuring that these meet FIU requirements.
6. Good inter-personal skills with the ability to work as part of a team, challenging in a constructive manner. The ability to establish and maintain good working relationships at all levels both within and outside the Unit.

IoM Civil Service Competency Requirements for this Role:

Competency Levels for this Post are:

Leading and working together

Level C

Sets challenging objectives for themselves and the team; motivates colleagues, showing an energetic and positive approach; works collaboratively with colleagues; sets a positive example and offers praise and support as appropriate; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally; manages potential conflict with tact and diplomacy.

Communicating and influencing

Level C

Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree ideas; takes active steps to build acceptance of proposals using knowledge of the organisation.



Achieving results**Level C**

Sets realistic plans, schedules activities and resources to deliver to agreed timescale; communicates openly to ensure plans and priorities are updated; seeks out information from different sources and perspectives; anticipates potential problems inherent in alternative courses of action; uses experience and knowledge to assess the best course of action; strongly focused on achieving results; takes responsibility for ensuring that the business plan objectives are met.

Delivering a quality service**Level C**

Delivers an excellent service to internal and external customers; proactively seeks out ways to maintain and improve high standards of service; analyses performance data to assess quantity and quality of service provision; looks for ways to improve value for money and encourages colleagues to do so.

Changing and learning**Level C**

Adopts a positive, energetic and constructive approach to change; encourages and supports colleagues in accepting and adapting to changes in working practices; develops new solutions to problems and responds positively to new ideas. Encourages and supports team members to develop their capability. Demonstrates specialist knowledge and understanding of the technical demands of their own job and that of team members.

Showing commitment and resilience**Level C**

Shows determination and drive to deliver and succeed; puts in extra effort to complete important tasks on time; shows stamina and can manage a diverse range of projects; calm and confident under pressure



Isle of Man Civil Service - Person Specification

Post: Senior Strategic Analyst, Financial Intelligence Unit

Attributes	Essential (E) or Desirable (D)	Method of Assessment
<p>Qualifications</p> <p>5 GCSEs at grade C (4) or above, (or equivalent), one of which must be English Language.</p> <p>A relevant professional qualification in; analysis, antimoney laundering, financial crime prevention, compliance, intelligence, legal or accountancy, or being willing to work towards such a qualification.</p>	<p>D</p> <p>E</p>	<p>CV</p> <p>CV/Pre-employment checks</p>
<p>Experience</p> <p>To have sufficient relevant experience working in an analytical role.</p> <p>Experience of undertaking research using a wide range of sources, understanding and accounting for the strengths and weaknesses of these sources.</p> <p>Experience in dealing with intelligence and sensitive data.</p> <p>Understanding of a performance management system.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p>Knowledge & Skills</p> <p>An appreciation of the risks and responsibilities of the AML/CTF regime relating to the Isle of Man in a global context.</p> <p>Knowledge and understanding of the structure, legislation & policies of the FIU.</p> <p>Application of analytical thinking and techniques to assess large amounts of information and intelligence, establishing rationale for analysis and applying critical thinking methodologies.</p>	<p>D</p> <p>D</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>



<p>Strong written communication skills with evidence of writing reports and compiling intelligence assessments that communicate analytical findings, ensuring these meet FIU Requirements.</p> <p>Ability to plan, collaborate and deliver accurate, high quality pieces of work at pace and to short deadlines.</p> <p>High level oral, written and inter-personal skills.</p> <p>Competent use of Microsoft Office applications.</p> <p>Experience using PowerBI and SQL or be willing to undertake such training as is required.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p>Disposition</p> <p>Ability to work as part of a small team.</p> <p>High personal and professional ethics.</p> <p>Responsive to changing requirements and priorities and be able to adapt to unpredictable circumstances.</p> <p>A naturally enquiring mind and excellent problem solving skills.</p> <p>Resilient and able to work under pressure and to tight timescales.</p> <p>Strong interpersonal skills and experience of building and maintaining effective relationships with a range of colleagues and partner agencies.</p> <p>Commitment to achieving results.</p> <p>Demonstrable interest in data analysis and its benefits.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>V/Interview</p>



Circumstances & Interests		
Isle of Man Worker.	D	Application
Full, Valid Driving License and access to own vehicle for work.	D	Interview
A willingness and desire to undertake external professional qualifications in the fields of financial intelligence, AML/ CTF, Data Analysis.	E	Interview
Able and committed to attend on and off Island training courses as required such as specialist Intelligence Analysis training and I2 Training or similar.	E	Interview
Satisfactory Police Check.	E	Pre-employment checks
Satisfactory Security Clearance Check.	E	Pre-employment checks