



Job Description

Researcher

Post Number:	XS387
Grade /Scale:	Scale 5 (£25,758- £27,690)
Weekly Hours:	37 Hours (Full Time)
Department:	EMSOU RIU
Status:	Established
Responsible To:	Line Manager/ Detective sergeant
Location Work base:	EMSOU Vicinity Junction 27 (of M1)
Job Role /Purpose:	<p>To support the Regional Intelligence Unit by assisting and enabling analytical processes to take place effectively, this will then inform and influence decisions allowing the effective deployment of operational resources.</p> <p>To comply with the strategic aims and objectives of the Regional Intelligence Unit with due regard to the control strategy, ROCU standards including OCGM processes within the East Midlands.</p> <p>Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK.</p>
Other Considerations:	<p>Security Requirements - This post requires regular access to sensitive material and applicants must hold or be prepared to undergo enhanced security clearance before taking up the post. The material may be of particular sensitivity to the UK, and may as a consequence be restricted to UK nationals. In approved circumstances, dual nationals (of which one element is British) may be granted access. However, in the event that potential conflicts of interest cannot be managed, the post holder will not be permitted access the systems or material required for the role and will not therefore be able to perform their duties. For the purposes of safeguarding national security, applicants who do not hold or achieve the required levels of security clearance requirements cannot be offered the post.</p>
Health and Safety:	<p>To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.</p>
Contacts:	<p>Chief Officers and Senior Police Officers, Heads of Departments. The Office of the Police and Crime Commissioner Staff and employees of the Force, stakeholders and partnership organisations. Home Office, The NCA and The College of Policing External consultants and advisors.</p>

Equality and Diversity Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

To hold a minimum of 5 GCSE's (or equivalent) at grade C or above including English and Math's or to have equivalent work-based experience.

Work Experience:

Experience of data collection or proven research skills in a statistical or information-based environment.

To have work experience of the assessment and validation of information.

Have the ability to carry out research to identify relevant facts that are not immediately available.

Ability to work unsupervised in a high-pressure environment and be able to plan and prioritise individual workload.

To have worked in a sensitive environment where data security principles have been of prime importance.

Personal / Interpersonal Skills, Aptitudes:

A comprehensive knowledge and work experience of Microsoft applications.

An ability to communication effectively at all levels both verbally and in writing, including experience of creating presentations and briefings.

To have a flexible working approach regarding hours and location, willing to react to duty changes, when operations dictate and to occasionally work irregular extended hours.

Must hold a full driving licence and have use of own vehicle for work purposes*

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

Educated to A-Level standard or equivalent in a subject involving research methods OR experience in a research environment working to that level.

Work Experience:

To have experience of using legislation to access data held by other agencies, public authorities and businesses.

Special Skills:

To be trained in the use of HOLMES 1 and CLEO

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

Research of information to support intelligence and analytical work when required, within appropriate legislation to meet the priorities and objectives of the regional intelligence unit.

Interpret and be able to explain research to a non-technical audience.

Assist in research for evaluation to support organisational learning.

Assist the various disciplines within the EMSOU consortium through the production of research in support of intelligence and analytical products.

Take responsibility for gate keeping for the EMSOU Intelligence gateway, allocating tasks as appropriate and raising issues of risk to line management as required

Deputise in absence of Intelligence Officers where operational requirements dictate.

Take responsibility for proactive research development using sensitive sources.

Take responsibility for prioritising and assessing intelligence development during spontaneous operational deployments in support of Regional SOC and Major Crime.

Take responsibility for ensuring that audits and reviews of information are completed and compliant with Record Review, Retention and Deletion requirements of the ACPO Code of Practice on the Management of Police Information.

Ensure that systems are updated and accurate as a result of the audits and reviews performed.

To assist in the identification, assessment and management of regional intelligence using appropriate research and data collection techniques.

To assist colleagues in the preparation and presentation of research reports. To disseminate intelligence to national and regional forces in order to mitigate risk and threat.

To interrogate callers to ensure accurate and appropriate information is obtained and supplied.

To interrogate computerised information systems as required, obtaining information and intelligence.

To analyse data to formulate intelligence and disseminate to appropriate staff. To use proactive skills to interrogate and analyse Police and law enforcement agencies databases to identify the possible sources of intelligence.

To use existing guidelines to determine appropriate action.

To receive correspondence and cross-reference these with records held and to update records accordingly.

To input specified information onto PNC and other regional databases

Process information in line with MOPI.

To act upon requests and information from or regarding Forces and other partners commensurate to the grade and ensure the remainder are brought to the attention of the relevant person.

To undertake the Interrogation and update of PND, in line with National protocols including flagging, compromise and operational markers.

Communication:

To liaise with internal and external customers.

To present the results of research products to colleagues as required, including the submission of written reports.

To maintain confidentiality and discretion in the conduct of research undertaken.

Administration:

To prepare and present reports and evaluations.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

To act in accordance with employee obligations in relation to Health and Safety regulations.

To ensure security of all material according to Force policy and data protection legislation This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

The post-holder should be willing to work within all four sections of the Regional Intelligence Unit upon acceptance of an RIU post, this being the RIU Tactical team, the RIU Strategic team, the Regional OCGM team and the Regional Confidential Unit.

The post-holder should recognise that for operational continuity post-holders may be asked to work within the four departments within the RIU at different times.

7-day shift pattern (working one in five weekends).

On-call function.

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Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Management Vetting (MV)

2) Security Check (SC)

Car User: No