



Job Description

Title – Financial Intelligence Researcher

Version 1 Date – 10/07/2020

Post Number: HC079
Grade /Salary: 4/ £20,619- £22,833
Location: Tigers Road, Leicester
Weekly Hours: 37 Hours per week
Department: Economic Crime Unit
Status: Established
Responsible To: Manager/Detective Inspector ECU

Job Role /Purpose:

To undertake and assist with research projects (including audits). To provide relevant and accurate information to assist and enable the analytical and investigative process to take place effectively, which will inform and influence decisions allowing the effective deployment of operational resources.

Contacts: Police Officers, Police Staff, Other Law Enforcement agencies, Partner agencies, Victims, members of the public

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
<i>A clear definition of the necessary criteria.</i>
Knowledge/ Education (including qualifications): To be educated to GCSE Grade C or above (or equivalent) in Mathematics and English Language. Work Experience: Have experience of data collection or proven research skills in a statistical or information-based environment.

Personal / Interpersonal Skills, Aptitudes:

Must have and be able to demonstrate good communication skills when working as part of a team.

Must have experience in report writing.

Must show the ability to plan and prioritise individual workload.

Special Skills:

Be computer literate including the ability to demonstrate basic knowledge of Microsoft Excel and other Microsoft databases.

Other:

The ability to demonstrate respect for other people's views and to respect race and diversity.

To hold a full current driving licence – reasonable adjustments will be considered for candidates who because of disabilities cannot meet this requirement.

** 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:

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

Work Experience:

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

Personal / Interpersonal Skills, Aptitudes:

Able to quickly learn to use new computer software packages.

Able to follow set guidelines and procedures.

Demonstrate good interpersonal skills

Core Responsibilities/ Accountabilities

Operational:

To assist in the collection of sensitive information and intelligence using appropriate research and data collection techniques.

To collect, analyse, evaluate and interpret intelligence and information to provide informative and actionable packages where appropriate.

To identify opportunities from intelligence to assist both reactive and proactive investigations

Communication:

To liaise with internal and external customers at a similar level/grade.

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, where necessary, reports, evaluations and research work carried out.

To interrogate Police held and external computer systems to conduct research.

To record and retain intelligence and information in accordance with relevant legislative requirements

To be able to achieve and maintain an MV SC level of vetting.

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.

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.

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

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
- Social responsibility

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 ☒