



**PERSON SPECIFICATION  
EAST MIDLANDS SPECIAL OPERATIONS UNIT  
SHORT LIST**

|   |  |   |   |                      |                |
|---|--|---|---|----------------------|----------------|
| <b>AREA:</b>  | EMSOU  | <b>JOB TITLE:</b>   | Regional Intelligence Officer   | <b>WEEKLY HOURS:</b> | 37             |
| <b>SECTION:</b>   | Regional Intelligence Unit   | <b>GRADE:</b>   | Police Staff  | <b>VERSION:</b>      | 1              |
| <b>POST NO:</b>   | XS385  | <b>STATUS:</b>  | Established   | <b>VERSION DATE:</b> | September 2017 |
| <b>CRITERIA</b><br><i>Justifiable as necessary for safe and effective performance of the job.</i> | <b>ESSENTIAL</b><br><i>A clear definition of the necessary criteria.</i>   | <b>DESIRABLE</b><br><i>Where available, elements which contribute to improved/immediate performance in the job.</i> |   |                      |                |
| <b>EDUCATION</b>  | <p>Must be educated to A level standard or demonstrate equivalent relevant work experience.</p> <p>Hold an IPP (Intelligence Professionalisation Portfolio) accreditation or be willing to work towards this.</p> <p>Has attended or is willing to attend and successfully pass the Intelligence Officer enhanced course.</p>  |   |   |                      |                |
| <b>WORK EXPERIENCE</b>  | <p>Demonstrate by example, experience of conducting reactive and proactive investigations and display a sound awareness of information and evidence gathering techniques.</p> <p>Demonstrate by recent example, experience of researching, developing and producing high quality intelligence reports that have supported subsequent operational activity.</p> <p>Demonstrate by example a positive approach to partnerships and working with other agencies.</p> <p>Demonstrate by example a working knowledge of the NIM and the value of intelligence in focusing operational activity.</p> <p>Demonstrate by example a broad understanding of legislation and procedure associated with the investigation of serious and organised crime i.e. RIPA, Part 3 Police Act 1997, PACE, CPIA and POCA.</p> <p>Demonstrate by example a high degree of self-motivation.</p> |   | <p>Demonstrate experience of producing problem and target profiles at level 2 and/or 3 of the NIM.</p> <p>Have experience in Financial Investigation.</p> <p>Demonstrate by example an ability to be innovative in your work.</p> <p>Have an understanding of the principles of 'OCG Management' and the 'Serious and Organised Crime Strategy'</p> |                      |                |

|  |  |   |
|--|--|---|
| <b>Personal &amp; Interpersonal Skills &amp; Aptitudes</b> | <p>Demonstrate an ability to communicate confidently at all levels</p> <p>Demonstrate an ability to work with limited supervision, planning and prioritising own workload and making multi-factor decisions within agreed policy</p> <p>Demonstrate experience of working in a confidential and sensitive environment</p>  |   |
| <b>Special Skills</b>                                      | <p>Demonstrate the ability to interrogate both open and closed intelligence sources</p> <p>Ability to demonstrate respect for other people's views and to respect race and diversity</p> <p>Maintain tactful and professional approach and ensure that working practices are consistent</p>  | Recent experience of making applications under RIPA Pt 1 and 2, Part 3 Police Act 1997 and the subsequent use of covert techniques within investigations. |
| <b>General</b>   | <p>Able to attain and maintain SC and MV with the possibility of DV/Strap Vetting</p> <p>Willing to submit to random drug and alcohol testing</p> <p>Holds a full UK driving Licence and have use of own vehicle for business purposes. (Reasonable adjustments will be considered under the equality Act 2010).</p> <p>Must be prepared to work shifts and perform on call and be flexible in respect of working hours and location</p> |   |



## **ROLE DESCRIPTION**

### **EAST MIDLANDS SPECIAL OPERATIONS UNIT**

**Job title:** Intelligence Officer

**Post no:** XS385

**Rank:** N/A

**Responsible to:** Detective Sergeant/Police Staff Supervisor - Intelligence

**Responsible for:** n/a

**Contacts:** Detective Constables and Police Staff Intelligence Officers, Police Officers and Staff, NCA Agents and other law enforcement agencies.

**Role:** The supervision of the collection and development of intelligence to achieve the aims and objectives of the Regional Intelligence Unit.

## **Main Duties**

Use intelligence to support the achievement of objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practise.

Supervise the research and enhancement of information and intelligence supporting the development of 'intelligence products' in line with the Regional Control Strategy.

Plan and co-ordinate intelligence collection gathering information about specific problems and targets contributing to the achievement the East Midlands Special Operations Unit Aims and Objectives and / or identified local need, ensuring that it is both ethical and conforms to best practice.

Disseminate intelligence in the appropriate manner, to relevant regional partners, organisations and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care.

Provide specialist advice and knowledge on intelligence matters to colleagues within the region and undertake briefings on related issues to partner agencies. Manage the quality of intelligence used by the EMSOU through the deployment of effective and appropriate systems and procedures.

Establish and promote effective partnerships through effective liaison and active support with key members. Support the Regional Intelligence Unit in achieving its objectives and strategies.

Provide intelligence support to operational investigations

Facilitate the development of intelligence by police, prison and LEA partners to tackle those OCGs and OCG nominals considered to pose the greatest risk of harm to the public and communities across the East Midlands region.

Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of EMSOU objectives and enable compliance with EMSOU policy.

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and EMSOU aims and objectives.

**Administration** Complete and supervise administration procedures – Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.

Gather information from a range of sources in order to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.

Evaluate information to support action – Evaluate and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action and achieve desired outcomes.

Make best use of technology in support of your role, ensuring correct operation and compliance with EMSOU legal requirements.

## **General**

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

Maintain standards of professional practice – Ensure your behaviour complies with the EMSOU values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.

Comply with Health and Safety legislation – Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.

Provide first aid – Identify the nature of illness or injury and provide the necessary first aid treatment in accordance with approved procedures.

The post-holder will be required to be security cleared to SC and MV level. Appointment will be subject to successful application and maintenance of these levels of clearance.

This has been designated a 'high-risk' post within the meaning of the Drug and Alcohol Misuse Policy. The post-holder may be required to submit themselves for routine drug and alcohol testing in line with that policy.

## **Key Duties & Responsibilities:**