



Job Description

Title – [Force Intelligence Bureau Triage Officer]

Version – [5] Date – [10/8/2016]

Post Number:	[GI050]
Grade /Scale:	[5 + 20% shift allowance where applicable]
Weekly Hours:	[37]
Department:	[Force Intelligence Bureau]
Status:	[Established]
Responsible To:	[Intelligence Support Manager]
Responsible for:	[No staff directly supervised]
Location Work base:	[Force Intelligence Bureau, Police HQ]
Job Role /Purpose:	[To provide a 24/7 FIB reception for assessment and prioritising of intelligence against threat, risk, harm & vulnerability. To support; intelligence evaluation, development and sharing. To provide enhanced intelligence support to real time incidents. To support force tasking and briefing]
Contacts:	[Leicestershire Police officers / staff; other law enforcement agencies; partner agencies]
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):

1. To be educated to A level standard in Mathematics and English Language, or to have experience in a role requiring a similar level of skills.

Work Experience:

2. Demonstrate experience of receiving / recording information accurately, understanding the concept of threat and risk. Appropriately action, adopting a proactive approach through a quick time risk assessment and the ability to appropriately direct the Intel and task requests based upon the risk assessment to the Force.

3. Demonstrate the experience of working in role requiring accurate data inputting, searching and retrieving information from computerised databases.

Personal / Interpersonal Skills, Aptitudes:

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

5. To be able to demonstrate good communication skills both orally and in writing.

6. To be able to demonstrate good report writing skills.

7. Demonstrate an ability to plan and prioritise individual workload.

Special Skills:

8. Demonstrate a good working knowledge of IT software including Microsoft word, Excel and the ability to operate a keyboard skills including word processing and typing speed at 25 wpm.

Other:

[]

** 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):

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

Work Experience:

2. Demonstrates the ability to identify methods of obtaining additional information that is not immediately available.

3. Demonstrate the experience of working in a sensitive and confidential environment.

Personal / Interpersonal Skills, Aptitudes:

Special Skills:

4. To have knowledge of legislation in relation to crime and traffic issues.

5. To have knowledge of legislation in relation to data protection and computer misuse.

6. To demonstrate the ability to operate the Police National Computer and local police, or court information systems.

7. To have attended an Intelligence Officers Course.

Other:

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

Core Responsibilities/ Accountabilities

Operational:

- Assess and prioritise all incoming intelligence submissions, requests for information and task requests through the application of risk based decision making (NDM / THRIVE) and raising issues of risk to line management as required.
- When necessary link, grade, develop and task high priority intelligence.
- Ensure timely dissemination of intelligence and information, ensuring that it is passed onto the relevant internal and external contacts in a secure and appropriate format, ethically and in accordance with the relevant legislation, policy, protocols and codes and practise.
- Carry out Open Source research (level 2) to assist investigations, intelligence and operations, ensuring force policies and relevant legislation are adhered to. Be able to capture and present findings for evidential purposes. Provide general and real time intelligence support to colleagues to include operational staff, CMD incidents, Silver and Critical Incident Controls.
- Provide Force SPOC for Interpol / Home Office enquiries, including facilitating enquiries overseas and ensuring foreign requests are completed.
- Provide a 24/7 force/regional hub for the completing of e-borders Semaphore research enquiries.
- Monitor and collate information in relation to community tension issues and provide a weekly return to the National Community Tension Team (Home Office).
- Prepare briefings for operational staff in line with the force tasking priorities and briefing model.

Communication:

- To liaise with internal and external customers.
- To present the results of research products to colleagues and partners as required, including the submission of written reports.
- Provide specialist and professional advice to colleagues in the use and intelligence development opportunities.
- To maintain confidentiality and discretion in the conduct of research undertaken.

Administration:

- Support the preparation of the Force 'Daily Management' process (DMM)
- To prepare and present reports, tasking / briefing documents as required.
- To maintain and update all relevant and appropriate Force recording systems.
- Maintain an overview of the force briefing slides and tasks on TABS to support the management and weeding of briefing products.

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 assist in the training, development and operational consolidation of FIB Triage colleagues.
 - 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.

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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
- Social responsibility

Other

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

- 1) Please select one - Recruitment Vetting (RV) or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) or N/A

Date line manager checked vetting level needed :

Car User: Yes / No - Essential /Casual Allowance {per mile / day etc}: N/A

Budgetary Management: Yes / No

Additional Information

Reasonable adjustments