



JOB DESCRIPTION

Title - Intelligence Officer (Police Staff) – Specialist Intelligence

Version - 4 Date - 06/06/2019

Post Number:	XS385
Grade /Scale:	SO1 Basic salary (£29,064 - £30,951 per annum) (plus London weighting - £1,373, Market Force Factors - £3,500, a shift allowance and weekend enhancement)
Weekly Hours:	37
Department:	EMSOU
Status:	Established
Responsible To:	Detective Sergeant - Intelligence
Location Work base:	London including accommodation
Job Role /Purpose:	The collection and development of intelligence to achieve the aims and objectives of the EMSOU
Contacts:	Police Staff, Officers, and other law enforcement partners
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.

Essential knowledge:

Must be educated to A level standard (or equivalent) or be able demonstrate equivalent relevant work experience based on the supplied role profile.

Work Experience:

Experience of conducting reactive and proactive investigations and display a sound awareness of information and evidence gathering techniques.

POLICE – STAFF

The candidate must have experience of researching, developing, summarising and producing high quality intelligence reports that have supported subsequent operational activity.

Must have a working knowledge of the NIM and the value of intelligence in focusing operational activity

Demonstrate a broad understanding of legislation and procedure associated with the investigation of serious and organised crime including RIPA, IPA PACE, CPIA, POCA.

The candidate must show past examples of developing and maintaining a positive approach to partnerships and working with other agencies.

Demonstrate experience of working in a confidential and sensitive environment, utilising covert techniques and demonstrate a sound understanding of managing threat and risk.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate an ability to communicate confidently at all levels and demonstrate an ability to make time critical decisions based on multiple factors in accordance with agreed policy.

Recent experience of making applications under RIPA Pt 1 and 2, IPA, Part 3 Police Act 1997 and the subsequent use of covert techniques within investigations.

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

Desirable Criteria

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

Work Experience:

Previous experience of supporting covert investigations at level 2 and/or level 3 of NIM.

Demonstrate an ability to be innovative in your work.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate an ability to work in highly pressurised situations whilst maintaining high levels of accuracy when carrying out role

Other:

Use of other intelligence gathering resources including the tasking of Partner Agencies both in the UK and overseas.

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

Core Responsibilities/ Accountabilities

Operational:

Provide intelligence support to operational and strategic investigations focussing on the East Midlands Region by:-

Timely development of intelligence gathering by utilising sensitive techniques.

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

Use intelligence to support the achievement of operational and strategic objectives.

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

Use of other intelligence gathering resources including the tasking of Partner Agencies both in the UK and overseas.

Establish and promote effective operational partnerships through effective liaison with NCA.

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

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and East Midlands Special Operations Unit aims and objectives.

Administration:

Complete 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.

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.

The candidate must be able to attain and maintain SC and MV vetting level and be willing to submit to random drug and alcohol testing.

POLICE – STAFF

Make best use of technology in support of your role, ensuring correct operation and compliance with East Midlands Special Operations Unit and NCA 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 East Midlands Special Operations Unit 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/MV level. DV vetting may also be required. Appointment will be subject to successful application and maintenance of this level of clearance.

The post-holder will be required to attend and pass a role specific 10 week training course, and confirmation of appointment will be reliant upon this achievement.

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.

Have respect for other people's views and to respect race and diversity and maintain a tactful and professional approach and ensure that working practices are consistent.

PERSONAL VALUES /COMPETENCIES

POLICE – STAFF

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 ☒