



## **Job Description**

### **Intelligence Officer**

<b>Post Number:</b>	XS385
<b>Grade /Scale:</b>	SO1
<b>Weekly Hours:</b>	37 (£31,434 - £33,348)
<b>Department:</b>	EMSOU SIU
<b>Location Work Base:</b>	Vicinity of junction 27 of the M1
<b>Status:</b>	Established
<b>Responsible To:</b>	Detective Sergeant Intelligence
<b>Contacts:</b>	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.
<b>Other Considerations:</b>	<p>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.</p> <p>The material may be of sensitivity to the UK and may therefore be restricted to UK nationals. In approved circumstances, dual nationals (of which one element is British) may be granted access.</p> <p>However, if 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.</p> <p>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>

## **Person Specification**

### **Knowledge, Skills & Abilities**

#### **Essential Criteria**

*A clear definition of the necessary criteria.*

#### **Knowledge/ Education (including qualifications):**

- Must be educated to A Level standard or have experience of working to that level

**Work Experience:**

- Experience of conducting reactive and proactive investigations and ability to display a sound awareness of information and evidence gathering techniques
- Experience of working with other agencies and have a positive approach to partnerships
- Have a working knowledge of NIM (National Intelligence Model) and an understanding of the value of intelligence in focusing operational activity
- Have a broad understanding of legislation and procedure associated with the investigation of serious and organised crime

**Personal/Interpersonal Skills, Aptitudes:**

- Ability to communicate confidently at all levels and lead by example when displaying a high degree of self-motivation
- Can work with limited supervision, planning, prioritising own workload, and making multi-factor decisions within the agreed policy
- Experience of working in a confidential and sensitive environment

**Special Skills:**

- Experience and ability to interrogate both open and closed intelligence sources
- Able to maintain a tactful and professional approach to work and ensure that working practices are consistent

*\* 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:**

- Have experience of producing problem and target profiles at level 2 and/or 3 of the NIM (National Intelligence Model)
- Experience in Financial Investigation
- Ability to be innovative in your work

**Special Skills:**

- Recent experience of making applications under RIPA Pt1 and 2, Part 3 Police Act 1997 and the subsequent use of covert techniques within investigations

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

**Core Responsibilities/ Accountabilities****Operational:**

- Conduct reactive and proactive investigations using awareness of information and evidence gathering
- Researching, developing, and producing high quality intelligence reports to support operational activity
- Working with agencies and other partnerships

- Understanding legislation and procedures associated with investigations of serious and organised crime i.e. RIPA, PACE, CPIA, POCA

**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
- Gather information from a range of sources 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 / Liberal legal requirements.

**General:**

- Maintain standards of professional practice – ensure your behaviour complies with the EMSOU/ Liberal 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.
- The post-holder will need 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.

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## Personal Values /Competencies

The competency and values framework set 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

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Other
<p><b>Security Check Levels refer to vetting for the specific levels that relate to this job role:</b></p> <p>Management Vetting (MV)</p> <p>Security Check (SC)</p>

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