

JOB DESCRIPTION



**COUNTER
TERRORISM
POLICING**
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EAST MIDLANDS

Role title:	CTP EM FIMU Assessor
Grade and salary:	Grade I - £31,434 to £37,953 (SCP 30 – SCP 37)
Hours:	37 Hours per week - A rota is in place of which each team member is required to form part which consists of early cover (07:00-15:00) and late cover (11:00-19:00). When not part of rota cover, hours can be worked under the flexi-time policy
Department or Division:	EMSOU – Counter Terrorism
Location:	In the vicinity of J27 (of M1)
Post reports to:	Detective Sergeant or Senior Intelligence Support Officer within the Intelligence Management Unit.
Suitable for job share or part-time:	Yes
Other considerations:	<p>Please note that, due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>The successful candidate will be required to work flexibly and at short notice on occasion, due to the operational requirements of a dynamic Counter Terrorism Intelligence Unit.</p>

PURPOSE AND DESCRIPTION OF JOB ROLE:

- To receive, assess, evaluate information, and proactively manage and develop intelligence, ensuring compliance with local and national policy. Control information and intelligence dissemination within the National Common Intelligence Application to both internal and external partners.
- To identify opportunities or gaps in knowledge and establish a strategy or collection plan to exploit those opportunities, expand knowledge, resolve or mitigate risk.
- To effectively manage the threat, harm and risk presented to the region by collating, researching, assessing and disseminating intelligence.
- Make key decisions and conduct corresponding actions concerning CT relevance of received intelligence or received material.
- To comply with the strategic aims and objectives of CTP - EM.

- The post holder will access information that is sensitive on a regional and national basis. They will be expected to observe high levels of discretion and confidentiality. Staff are required to work in line with relevant police legislation/policies including Human Rights Act, Management of Police Information, Freedom of Information Act, Data Protection Act and the Official Secrets Act.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Receive, assess, evaluate information, and proactively manage and develop intelligence, ensuring compliance with local and national policy in order to deter, detect and disrupt terrorism whilst protecting the public.
- Work closely with partner agencies both regionally and nationally, retaining ownership to investigate and develop intelligence, to assess and mitigate the risk and threat contained within such intelligence.
- Register all new information and intelligence received in the FIMU from Police and partner agencies on the appropriate system in order to provide an auditable record that can inform future intelligence gathering or operational activity.
- Prepare intelligence and briefing documents to deliver in the regional Daily Management Meeting. Represent CTP EM at the national Daily Management Meeting to ensure that CTP Operations Centre have an overview of all CT incidents and significant intelligence.
- Review information and intelligence against national legislation and National Standards (e.g. MoPI, Data Protection) in order to assess, justify and authorise the retention or disposal of information.
- Maintain the integrity of the National Common Intelligence Application (NCIA) by ensuring intelligence is correctly marked, assessed and sanitised. Ensuring national standards are adhered to in relation to indexing, (National Indexing Standards ± NISAP), NSIM, MOPI and Data protection.
- Manage regular requests for information on intelligence products from local, regional and national customers such as Police forces, Counter Terrorism Units and partner agencies.
- Conduct accurate research on multiple computer systems in order to aid assessment and development. Review different data sets in order to draw an accurate and detailed conclusion.
- Provide support to operations in a Counter Terrorism environment (completing and maintaining training and IT access where required).
- Be the point of contact for CTP- EM operational enquiries locally, regionally and nationally. Provide expert guidance and support for intelligence submissions, including training where necessary to progress and improve colleague knowledge and understanding.
- Be flexible in relation to working locations and be prepared to work temporarily at other locations undertaking a similar role. Be prepared to work temporarily at other locations.
- Any other duties commensurate with the role, based on operational needs, as requested by supervision.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Proven previous experience in acquiring, assessing and developing information for threat, risk and harm in order to aid effective decision making and manage associated risk.
- Police, or alternative prosecution organisation, investigative experience including evidence capture and intelligence development.
- Significant experience in working alongside different partnership agencies in a dynamic environment with changing priorities.
- Excellent communication skills both written and oral with the ability to present written reports of a high standard ensuring all salient facts are recorded with an accurate rationale.
- Experience of data collection and research skills from multiple datasets and formulating logical conclusions in an information environment.
- Decision making and management of threat and risk on behalf of the Chief Officer.
- Experience of making links between different data sets with the ability to identify relevant and salient details.
- Knowledge and experience of Police IT systems and expertise of common operating systems and applications.
- Ability to identify and manage operational threats and risks in line with National Decision Model and National Intelligence Model.
- A comprehensive knowledge and working experience of the Microsoft applications and other databases which hold complex information.
- Proven ability to prioritise demanding and competing workloads in high-pressure environments with minimal supervision.
- Hold a full driving licence and willing to travel on occasions both regionally and nationally (reasonable adjustments considered under the Equality Act 2010).

Desirable:

- Knowledge of relevant legislation, (i.e. Criminal Procedure and Investigations Act, European Convention on Human Rights, Data Protection, Management of Police Information).
- Hold an intelligence qualification i.e. Professionalising Investigation Programme or Intelligence Professional Programme.
- Previous experience of working effectively within an intelligence environment.

- Appropriate knowledge and understanding of Action Management and Intelligence Development options.
- Appropriate knowledge of intelligence handling procedures including sanitisation, parallel sourcing and the handling of covertly obtained material.
- To be trained in the use of PNC and NICHE.
- Knowledge and understanding of the CONTEST strategy.
- Knowledge of the Counter Terrorism Intelligence structures, policies and procedures.
- Experience of complex Policing investigations.
- Knowledge and experience of covert policing methodology and techniques.