



Job Description

RPIU Intelligence Support Clerk

Post Number:	XS397
Grade /Scale:	Scale 3 (£20,118- £21,399)
Weekly Hours:	37 hours (Full time)
Department:	EMSOU Regional Intelligence Unit
Status:	Established
Responsible To:	Team Leader
Location Work base:	EMSOU Vicinity Junction 27 (of M1)
Job Role /Purpose:	<p>To receive, disseminate and provide intelligence support to the EM Forces, other national Forces and LEA Partner agencies. To act as initial assessor of all incoming intelligence and provide intelligence evaluation, development and sharing prioritising threat, risk, harm and vulnerability.</p> <p>To conduct accurate research on multiple computer systems in order to aid assessment and ensure quality intelligence reporting.</p> <p>To review information and intelligence to meet standards set within MoPI.</p> <p>Due to the nature of security checks required you must have 5 years continuous residency in the UK.</p>
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Contacts:	
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):

To be educated to GCSE Grade C or equivalent in English Language or be able to demonstrate the ability to the above level by work experience.

To be educated to ECDL Basic Level or to be able to demonstrate ability to the above level by work experience.

Work Experience:

Demonstrates the ability to co-operate and support others.

Demonstrates the ability to decide priorities whilst maintaining orderly, accurate and up-to- date paperwork.

Demonstrates the ability to ensure that written and spoken communication is accurate and well structured.

Demonstrate the ability to communicate to needs of the audience. Demonstrates the ability to manage customer expectations.

Demonstrates the ability to adapt to new ways of working and its demands.

Personal / Interpersonal Skills, Aptitudes:

Demonstrates the ability to consider and show respect for the opinions, circumstances and feelings of people, no matter what their race, religion, position, age, background, status or appearance.

Demonstrates the ability to provide a high-quality service to individuals and the communities we serve.

Demonstrates the ability to take personal responsibility for making things happen and achieving results. Whilst displaying motivation, commitment, perseverance, conscientiousness and a high degree of integrity.

To ensure that incident records and information systems are accurately maintained.

** 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:

Demonstrates the ability to assess new information and re-organise to meet new demands.

Demonstrate by example experience of working in a role requiring accurate data inputting, searching and retrieval of information from computerised databases, whilst paying attention to detail to ensure accuracy in all tasks undertaken.

Provide an example of suggesting change(s) to existing systems in order to achieve improvements.

Experience of working in a confidential environment.

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

Core Responsibilities/ Accountabilities

Operational:

To interrogate intelligence systems used by the EM Forces and undertake searches as required.

To task intelligence ensuring compliance with the Management of Police Information Code of Practice and other relevant legislation and guidance.

To ensure timely dissemination of intelligence ensuring that it is passed onto the relevant internal and external contacts in a timely, secure and appropriate format.

To input information on to computer, including the assessment and validation of the information.
To collate and maintain data records and filing systems as required.

To support specific Unit Management initiatives arising out of the NIM process by carrying out tasks appropriate to the grade.

Communication:

To ensure disclosure of information is in accordance with Data Protection Legislation.

General:

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the force area, undertaking a similar role.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

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

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
- Public Service

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)