



PERSON SPECIFICATION SHORT LIST

Area:	EMSOU	Job Title:	Intelligence Clerk	Weekly Hours:	37
Section:	RIU	Scale:	3	Version:	1
Post No:	XS397	Status:	Permanent	Version Date:	January 2012

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Pre-Requisite:	<ol style="list-style-type: none"> 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 achieve and maintain MV clearance. 	
IT Skills	<ol style="list-style-type: none"> To be educated to ECDL Basic Level or to be able to demonstrate ability to the above level by work experience. 	

Work Experience:	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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. Demonstrates the ability to suggest changes to existing systems in order to achieve improvements. Demonstrate the ability to work in a confidential environment.
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Personal / Interpersonal Skills, Aptitudes:	<p>10. 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, circumstances, status or appearance.</p> <p>11. Demonstrates the ability to provide a high-quality service to individuals and the communities we serve.</p> <p>12. 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.</p> <p>13. To ensure that incident records and information systems are accurately maintained.</p>	
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**1 – Application Form, 2 – Interview, 3 – Test / Presentation, 4 – Documentary Evidence, 5 – Other {please specify}*

ROLE DESCRIPTION

Job title:	Intelligence Clerk
Post no:	XS397
Scale:	3
Responsible to:	Team Leader
Responsible for:	No responsibility for other staff
Contacts:	Police Officers and Police Staff within EMSOU, other forces and other agencies
Role:	To provide an administrative function to the East Midlands Intelligence IT systems by linking entity records on those systems. To review information and intelligence to meet standards set within MoPI.

<u>Duties</u>	<u>Responsibilities</u>
Operational	<ul style="list-style-type: none"> • To interrogate intelligence systems used by the EM Forces and undertake searches as required. • 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 pass information to other authorised bodies. • To support specific Unit Management initiatives arising out of the NIM process by carrying out tasks appropriate to the grade. • To provide typing and administrative support to EMSOU as required.
Communication:	<ul style="list-style-type: none"> • To liaise with agreed contacts on confidential matters. • To ensure disclosure of information is in accordance with Data Protection Legislation.
General	<ul style="list-style-type: none"> • 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.

Additional Information:

Contract Type:

Training Requirements:

Car User:

Yes / No

Allowance *{per mile / day etc}*:

Budgetary Management:

Yes / No

Authority to £ Value:

People Management:

Yes / No

Total Number & Level:

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Additional Information:

UNRESTRICTED

VERSION: 2

DATE: 29th March 2006

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood