



Job Description

Intelligence Officer (Proactive Economic Crime Team)

Post Number:	XS385
Grade /Scale:	Scale SO1 (£30,420- £32,394)
Weekly Hours:	37 Hours (Full time)
Department:	PECT
Status:	Established
Responsible To:	Detective Sergeant PECT
Location Work base:	Agile working permitted/ Northampton HQ
Job Role /Purpose:	<p>The Intelligence Officer will be part of the newly formed Proactive Economic Crime Team (PECT) working together with regional Forces, other ROCUs and City of London Police focusing on proactive action against organised fraud and economic crime. Working amongst a large team and utilising covert tactics where required, the role will proactively develop financial intelligence to identify offenders, apply for covert authorities, research and develop high quality intelligence packages and be a fundamental part of achieving the team objectives.</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:	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.

Knowledge/ Education (including qualifications):

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 having 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.

Display a high degree of self-motivation and to plan and prioritise own workload with limited supervision.

Decision making skills when 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.

Management/Leadership:

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 in order 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 at all times.

The post-holder will be required 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.

** 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)