



JOB DESCRIPTION

Title – Team Leader

Version - 1 Date - 22/01/2016

Post Number:	XS391
Grade :	PO
Weekly Hours:	37
Department:	EMSOU RIU
Status:	Established
Responsible To:	Detective Inspector - Intelligence
Responsible for:	Detective Constable Intelligence Officers and Police Staff Intelligence Officers, Researchers and Intelligence Clerks.
Location Workbase:	M1 Junction 27
Job Role /Purpose:	The supervision of the collection and development of intelligence to achieve the aims and objectives of the Regional Intelligence Unit
Contacts:	Police Officers and Staff, NCA and other law enforcement agencies
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.

Essential knowledge:

To be educated to Degree level or equivalent and/ or be able to demonstrate experience of working at that level.

To hold a National Vocational Qualification level 3 in Management and Leadership or be able to demonstrate experience in a position requiring relevant management skills.

Work Experience:

Demonstrate by example, experience of supervising reactive and proactive investigations and display a sound awareness of information and evidence gathering techniques

POLICE – STAFF

Demonstrate by recent example, experience of supervising the research, development and production of high quality intelligence reports that have supported subsequent strategic or operational activity in accordance with the NIM process

Demonstrate by example experience of managing and developing staff

Demonstrate a practical understanding of legislation and procedure associated with the investigation of serious and organised crime i.e. RIPA, PACE, CPIA, POCA

Personal / Interpersonal Skills, Aptitudes:

Demonstrate by example effective verbal and written communication skills

Experience of influencing and negotiating with key stakeholders and partners

Special Skills:

Maintain tactful and professional approach with a respect for other people's views and ensure that working practices are consistent

Other:

Be prepared to become part of an on-call rota and work a shift pattern which includes evenings and weekend working.

Prepared to work as, when and where required subject to relevant employment law and police staff terms and conditions

Must hold a current valid driving license to drive motor cars within the UK and be prepared to travel to locations within the East Midlands Region *

**Reasonable adjustments considered under Equality Act 2010*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

n/a

Work Experience:

Demonstrate experience of supervising problem and subject profiles at level 2 and/or 3 of the NIM

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

Recent experience of use of covert techniques within investigations

Other:

N/A

**Reasonable adjustments considered under Equality Act 2010*

Core Responsibilities/ Accountabilities

Operational:

Use intelligence to support the achievement of objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice

Supervise the research and enhancement of information and intelligence supporting the development of 'intelligence products' in line with the Regional Control Strategy/ Senior Investigating Officers' Intelligence Strategy

Provide intelligence support to operational investigations by planning and co-ordinating intelligence collection gathering information about specific problems and subjects contributing to the achievement the East Midlands Special Operations Unit Aims and Objectives and/or identified local need, ensuring that it is both ethical and conforms with best practice

Ensure intelligence is disseminated in the appropriate manner to relevant regional partners, organisations and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care

Management/Leadership:

Manage the quality of intelligence used by the EMSOU through the deployment of effective and appropriate systems and procedures

Communication:

Establish and promote effective partnerships through liaison and active support with partners. Support the Regional Intelligence Unit in achieving its objectives and strategies.

Provide specialist advice and knowledge to colleagues, partners and agencies, being prepared to undertaken briefings, that will support the achievement of the EMSOU's objectives.

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and EMSOU aims and objectives

Administration:

Complete and supervise administration procedures, ensuring that all matters relating to the management 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 and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action to achieve desired outcomes

Make best use of technology in support of your role, ensuring correct operation and compliance with EMSOU legal requirements

POLICE – STAFF

Ensure staff are suitably trained, professionally developed and have the required access to the IT systems needed to fulfil their role.

General:

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices

Maintain standards of professional practice, ensuring your behaviour complies with the EMSOU's 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 ensuring 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, MV level and in certain roles up to DV level. Appointment will be subject to successful application and maintenance of this level 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.

Other:

N/A

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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
Social responsibility

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)
- 3) N/A

Date line manager checked vetting level needed 19/01/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance *{per mile / day etc}*: Click here to enter text.

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ N/A.

Additional Information: N/A

Reasonable adjustments

Click here to enter text.

