

JOB DESCRIPTION



**COUNTER
TERRORISM
POLICING**
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EAST MIDLANDS

Role title:	Fixed/Operational Intelligence Management Unit Supervisor
Grade and salary:	Grade L £38,853 to £46,437 (SCP 38 - 45)
Hours:	37 Hours per week
Department or Division:	EMSOU-CT
Location:	Vicinity of Junction 27
Post reports to:	Fixed Intelligence Management Unit Manager - D/Insp or staff equivalent
Suitable for job share or part-time:	Yes
Other considerations:	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 10 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>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> <p>Security clearance is required to Developed Vetting (DV) level which includes counter terrorist checks, together with detailed background and financial checks. The postholder must be able to maintain DV status.</p> <p>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.</p> <p>To undertake, or have undertaken, the Intelligence Professionalisation Programme and any other training required.</p> <p>This role has an On Call Requirement.</p>

PURPOSE AND DESCRIPTION OF JOB ROLE:

- To support the effective co-ordination of intelligence activity for CTP EM in order to deter, detect and disrupt terrorism.
- To ensure the effective running of the intelligence management units, seeking to prevent intelligence failure and ensure the receipt, assessment and dissemination of intelligence in line with National Standards of Intelligence Management.
- To ensure intelligence and information is identified, effectively assessed and developed at the earliest opportunity.
- To work with partner agencies in order to prioritise information and intelligence and ensure appropriate handling.
- To quality control all intelligence practices within the unit and offer support and guidance regarding these on a regional and national level.
- To support the supervision of other teams across the region as and when required.
- To act as a subject matter expert on Counter-Terrorism Policing systems and support effective and efficient usage of these platforms.
- 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 Management of Police Information, Freedom of Information Act, Data Protection Act and the Official Secrets Act.

SPECIFIC ROLES AND RESPONSIBILITIES:

- To line manage a team of CT assessors and investigators ensuring identification and management of all staff training requirements, development opportunities and welfare needs.
- To complete and support the receipt, recording and assessment of all new intelligence received into IMUs under your supervision, providing supporting rationale for all decision making where required and ensuring critical intelligence is identified and managed appropriately.
- To maintain operational oversight of investigations and ensure compliance with all relevant policies and procedures.
- To act as SME for secure CT policing systems, be prepared to complete associated training, and to undertake operational activities within these, to ensure the effective and efficient recording and management of CT operations including related systems administration.
- To initiate and co-ordinate the unit's response to fast time incidents and provide intelligence support to all regions.
- To represent CTP-EM at national meetings and to chair and co-ordinate regional meetings as required.

- To Co-ordinate and Task CT policing resources in response to local and national requirements.
- Promote personal and team understanding of current risk, threat and priorities relevant to current CT/NS picture.
- Any other duties commensurate with the role, based on operational needs, as requested by supervision.
- To ensure welfare and wellbeing of staff is correctly managed.
- Must be DV cleared or have the ability to achieve and maintain DV vetting.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Demonstrate supervisory experience and ability to evidence successfully managing and developing people with clear accountability for their performance.
- Experience of supervising intelligence development and quality assure for accuracy, adequacy, relevance and timeliness.
- Demonstrate a proven ability to forge and maintain partnership working with other agencies.
- Demonstrate experience of working effectively within an intelligence environment including evidence of a working knowledge of legislative principles and codes of practice.
- Have good written and verbal communication skills, including the preparation and delivery of briefing documents to senior officers.
- Ability to prioritise demanding and competing workloads in high pressure environments and be able to lead a team through these demands.
- To be flexible to work within the East Midlands Region collaboration of Forces and travel regionally and nationally.

Desirable:

- Demonstrate knowledge of relevant legislation, (i.e. Criminal Procedure and Investigations Act, European Convention on Human Rights, Data Protection, Management of Police Information).
- Have a working knowledge of CTP-EM and National Security issues.
- Ability of working with the National Common Intelligence Application and other CT systems.
- Have a working knowledge of CONTEST strategy and the PURSUE strand.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.