POLICE – STAFF

East Midlands Special Operations Unit

Job Description

Title – Regional Researcher

Version -   **Date** - 11/02/2019

Post Number:	**XS226**
Grade /Scale:	**Scale 5**
Weekly Hours:	**37 Hours**
Department:	**EMSOU CCU & Digital Lab**
Status:	**Established**
Responsible To:	**Line Manager / DS**
Responsible for:	**None**
Location Work base:	**Vicinity of Junction 27 of MI**
Job Role /Purpose:	To support the EMSOU CCU & Digital Lab by assisting and enabling analytical processes to take place effectively, this will then inform and influence decisions allowing the effective deployment of operational resources.
	To comply with the strategic aims and objectives of the Regional Intelligence Unit with due regard to the control strategy, ROCU standards including OCGM processes within the East Midlands.
Contacts:	Members of the public, police officers and police staff.
	Users at all levels, suppliers, other police forces and external organisations
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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Person Specification

Knowledge, Skills & Abilities

Essential Criteria
A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):
1. To hold a minimum of 5 GCSE's at grade C or above (or equivalent) including English language and maths or to have equivalent, relevant work-based experience.

Work Experience:
2. Demonstrate experience of data collection or proven research skills in a statistical or information based environment.
3. To have working experience of the assessment and validation of information.
4. Demonstrates the ability to carry out research to identify relevant facts that are not immediately available.
5. Demonstrate the ability to work unsupervised in a high pressure environment and have the ability to plan and prioritise individual workload.
6. To have worked in a sensitive environment where data security principles have been of prime importance.

Personal / Interpersonal Skills, Aptitudes:
7. A comprehensive knowledge and working experience of Microsoft applications.
8. An ability to communicate effectively at all levels both orally and in writing including experience of constructing presentations/briefings.
9. Demonstrate respect for other people's views and to respect race and diversity.

Special Skills:
10. To have a flexible working approach to working hours and location, willing to react to duty changes, when operations dictate, to occasionally work irregular extended hours.

Other:
11. Hold a full driving licence and have use of own vehicle for work purposes*

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

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

Knowledge/ Education (including qualifications):
 1.   Educated to A level standard or equivalent in a subject involving research methods OR equivalent work experience working to that level in a research environment applying research methods.
Work Experience:
2. To have experience of using legislation to access data held by other agencies, public authorities and businesses.
Personal / Interpersonal Skills, Aptitudes:
N/A

Special Skills:
 3. To be trained in the use of HOLMES 2 and CLEO
Other:
N/A

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

Core Responsibilities/ Accountabilities

Operational:
•   Research of information to support intelligence and analytical work when required, within appropriate legislation to meet the priorities and objectives of the regional intelligence unit.
•   Interpret and be able to explain research to a non-technical audience.
•   Assist in research for evaluation to support organisational learning.
•   Assist the various disciplines within the EMSOU consortium through the production of research in support of intelligence and analytical products.
•   Take responsibility for gate keeping for the EMSOU Intelligence gateway, allocating tasks as appropriate and raising issues of risk to line management as required
•   Deputise in absence of Intelligence Officers where operational requirements dictate.
•   Take responsibility for proactive research development using sensitive sources.
•   Take responsibility for prioritising and assessing intelligence development during spontaneous operational deployments in support of Regional SOC and Major Crime.
•   Take responsibility for ensuring that audits and reviews of information are completed and compliant with Record Review, Retention and Deletion requirements of the ACPO Code of Practice on the Management of Police Information.
•   Ensure that systems are updated and accurate as a result of the audits and reviews performed.
•   To assist in the identification, assessment and management of regional intelligence using appropriate research and data collection techniques.
•   To assist colleagues in the preparation and presentation of research reports.
•   To disseminate intelligence to national and regional forces in order to mitigate risk and threat.
•   To interrogate callers to ensure accurate and appropriate information is obtained and supplied.
•   To interrogate computerised information systems as required, obtaining information and intelligence.
•   To analyse data to formulate intelligence and disseminate to appropriate staff.
•   To use proactive skills to interrogate and analyse Police and law enforcement agencies databases to identify the possible sources of intelligence.
•   To use existing guidelines to determine appropriate action.
•   To receive correspondence and cross-reference these with records held and to update records accordingly.
•   To input specified information onto PNC and other regional databases.
•   Process information in line with MOPI.
•   To act upon requests and information from or regarding Forces and other partners commensurate to the grade and ensure the remainder are brought to the attention of the relevant person.
•   To undertake the Interrogation and update of PND, in line with National protocols including flagging, compromise and operational markers.

Management/Leadership:
N/A
Technical:
N/A

Communication:
To Liaise with internal and external customers

To present the results of research products to colleagues as required, including the submission of written reports.

To maintain confidentiality and discretion in the conduct of research undertaken

Administration:
To prepare and present reports and evaluations.

General:
Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

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

To act in accordance with employee obligations in relation to Health and Safety regulations.
To ensure security of all material according to Force policy and data protection legislation
This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

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

The post-holder should be willing to work within EMSOU CCU & Digital Lab upon acceptance of a

Post. There are 2 roles - 1 x role is with online investigations where work includes exposure to indecent images of children and highly sexualised and abusive text regarding the exploitation of children - other role may have some exposure to the above also.

Other:
N/A
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
   Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Please select one - Recruitment Vetting (RV)   or Management Vetting (MV) X

2) Please select one - Counter Terrorist Checks (CTC)   or Security Check (SC) X

3) Please select one - Developed Vetting (DV)   or N/A X

Date line manager checked vetting level needed :

Car User: Yes   / No   X   - Essential /Casual Allowance *{per mile / day etc}: N/A*

Budgetary Management: Yes   / No X Budget Value approximate value £ N/A

Additional Information:

Reasonable adjustments

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

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration Level

Administration Level

Administration Level

Clerk Level

Clerk Level

Clerk Level