



Job Description

Intelligence Support Clerk

Post Number:	XS397
Grade /Scale:	Scale 3 (£21,432-£22,677)
Weekly Hours:	37 hours (Full time)
Department:	EMSOU – Regional Intelligence Unit
Status:	Established
Responsible To:	Team Leader
Location Work base:	EMSOU Vicinity Junction 27 (of M1)
Job Role/ Purpose:	<p>To receive, disseminate and provide intelligence support to the EM forces, other national forces, and LEA partner agencies. To act as initial assessor of all incoming intelligence and provide intelligence evaluation, development and sharing prioritising threat, risk, harm, and vulnerability.</p> <p>To conduct accurate research on multiple computer systems to aid assessment and ensure quality intelligence reporting.</p> <p>To review information and intelligence to meet standards set within MoPI.</p> <p>Due to the nature of the vetting clearance required you must have 5 years continuous residency in the UK.</p>
Contacts:	Police Officers and Police Staff within EMSOU, other forces and other 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.

Knowledge/ Education (including qualifications):

- Educated to GCSE min. grade C/ 4 or equivalent in English Language or can work to that level
- Educated to ECDL Basic Level or can work to that level through experience

Work Experience:

- Ability to co-operate and support others.

- Able to prioritise workload and maintain orderly, accurate and up-to- date paperwork
- Have excellent written and spoken communication skills, able to adjust communication to suit the needs of the audience and manage customer expectations
- Able to adapt to new ways of working and its demands

Personal / Interpersonal Skills, Aptitudes:

- Ability to consider and show respect for the opinions, circumstances and feelings of people, no matter what their race, religion, position, age, background, status, or appearance
- Experience of providing a high-quality service to individuals and the communities we serve
- Experience of maintaining records and information systems

** 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:

- Ability to assess new information and re-organise to meet new demands
- Experience of working in a role requiring accurate data inputting, searching and retrieval of information from computerised databases
- Able to suggest change(s) to existing systems to achieve improvements.
- Experience of working in a confidential environment.

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

Core Responsibilities/ Accountabilities

Operational:

- To interrogate intelligence systems used by the EM Forces and undertake searches as required.
- To task intelligence ensuring compliance with the Management of Police Information Code of Practice and other relevant legislation and guidance.
- To ensure timely dissemination of intelligence ensuring that it is passed onto the relevant internal and external contacts in a timely, secure and appropriate format.
- 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 support specific Unit Management initiatives arising out of the NIM process by carrying out tasks appropriate to the grade.

Communication:

- To ensure disclosure of information is in accordance with Data Protection Legislation.

General:

- 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.

** 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)