



## **JOB DESCRIPTION**

**Title –** Team Leader

**Version - 1   Date -** 22/01/2016

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<b>Post Number:</b>	XS391
<b>Grade :</b>	PO32 (£32,796 - £35,481)
<b>Weekly Hours:</b>	37
<b>Department:</b>	EMSOU RIU
<b>Status:</b>	Established
<b>Responsible To:</b>	Intelligence Co-ordinator
<b>Responsible for:</b>	Detective Constable Intelligence Officers and Police Staff Intelligence Officers, Researchers and Intelligence Clerks.
<b>Location Workbase:</b>	M1 Junction 27
<b>Job Role /Purpose:</b>	The supervision of the collection and development of intelligence to achieve the aims and objectives of the Regional Intelligence Unit
<b>Contacts:</b>	Police Officers and Staff, NCA and other law enforcement agencies
<b>Equality and Diversity</b>	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.*

#### **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

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**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, IPA, 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.*

**Work Experience:**

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

**Special Skills:**

Recent experience of use of covert techniques within investigations

*\*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 undertake 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.

*\*Reasonable adjustments considered under Equality 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

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## **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)

**Car User:** Yes ☒

