

PERSON SPECIFICATION

Area:	EMSOU	Job Title:	Regional Researcher	Weekly Hours:	37
Section:	Regional Intelligence Unit	Scale:	5	Version:	<Version No>
Post No:	XS387	Status:	Permanent	Version Date:	April 2012

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
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Education:	1. To hold a minimum of 5 GCSE's at grade C or above (or equivalent) including English language and maths or 2. To have equivalent, relevant work-based experience.	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.
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Work Experience:	3. Demonstrate experience of data collection or proven research skills in a statistical or information based environment. 4. Demonstrate an awareness of the digital and social media landscape and the research opportunities to aid investigations. 5. To have working experience of the assessment and validation of information. 6. Demonstrates the ability to carry out research to identify relevant facts that are not immediately available. 7. Demonstrate the ability to work unsupervised in a high pressure environment and have the ability to plan and prioritise individual workload. 8. To have worked in a sensitive environment where data security principles have been of prime importance.	2. To have experience of using legislation to access data held by other agencies, public authorities and businesses
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Personal / Interpersonal Skills, Aptitudes:	<p>9. A comprehensive knowledge and working experience of Microsoft applications.</p> <p>10. An ability to communicate effectively at all levels both orally and in writing including experience of constructing presentations/briefings.</p> <p>11. Demonstrate an ability to plan and prioritise individual workload.</p> <p>12. Demonstrate respect for other people's views and to respect race and diversity.</p>	
Special Skills:	<p>13. 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.</p> <p>14. To be prepared to be vetted to SC/MV with the possibility of DV/Strap Vetting</p> <p>15. To achieve accreditation of the Intelligence Professionalisation Programme (IPP) within 6 months.</p> <p>16. Hold a full driving licence and have use of own vehicle for work purposes*</p> <p>(* Reasonable adjustments considered under the Equality Act 2010)</p>	<p>3. To be trained in the use of HOLMES 2 and CLEO</p>

ROLE DESCRIPTION

Job title:	Regional Researcher
Post no:	XS387
Scale:	5
Responsible to:	DS Regional Intelligence Unit/Regional Senior Analysts
Responsible for:	None
Contacts:	Members of the public, police officers and police staff. Users at all levels, suppliers, other police forces and external organisations
Role:	<p>To support the Regional Intelligence Unit by assisting and enabling analytical processes to take place effectively, which will then inform and influence decisions allowing the effective deployment of operational resources.</p> <p>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.</p>

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<u>Duties</u>	<u>Responsibilities</u>
Operational:	<ul style="list-style-type: none"> • 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. • To interrogate all available open source and other digital media in order to further enhance intelligence collection and investigation of criminal offences • 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. • To achieve accreditation in the National Intelligence Professionalisation programme

Communication:	<p>To Liaise with internal and external customers</p> <p>To present the results of research products to colleagues as required, including the submission of written reports.</p> <p>To maintain confidentiality and discretion in the conduct of research undertaken</p>
Administration:	To prepare and present reports and evaluations.
General	<p>Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.</p> <p>Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</p> <p>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.</p> <p>Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.</p> <p>The post-holder should be willing to work within all four sections of the Regional Intelligence Unit upon acceptance of an RIU post, this being the RIU Tactical team, the RIU Strategic team, the Regional OCGM team and the Regional Confidential Unit. The post-holder should recognise that for operational continuity post-holders may be asked to work within the four departments within the RIU at different times.</p>

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and Behaviours: _____

Car User: _____

Budgetary Management: _____

People Management: _____

Post Funding Method: _____

Owner/source of Funding: _____

IT Systems Required: _____

Skills Required: _____

Health tests required: _____

Risk Assessment: _____

Job Evaluation: _____

Security Check Level:
 (strikethrough checks NOT required) **RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3**

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Additional Information:

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood