

JOB DESCRIPTION



Role title:	Intelligence Research Officer
Grade and salary:	Scale E £22,677-£27,690 SCP 18-26 Successful applicants would normally be appointed on the bottom of the salary grade.
Hours:	37 Monday-Friday covering core hours 08:00-17:00 on a rota basis.
Department or Division:	Specialist Crime and Intelligence, Force Intelligence Bureau
Location:	Headquarters
Post reports to:	FIB Intelligence Research Officer Manager
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Please note that, due to the nature of security checks undertaken, applicants will be subject to MV/SC vetting and must be able to maintain this. The applicant must have 5 years' continuous residency in the UK up to the date of the application.
Date last reviewed:	17 th November 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

You will be a part of the team working from the Force Intelligence Bureau (FIB) at Force Headquarters. The primary role is to provide an intelligence function for the force. The team deals with level 1, 2 and 3 intelligence which is evaluated, assessed, and linked into the force Intelligence system.

You will be required to assess and effectively deal with all intelligence related enquiries received in force, which involves researching, developing, sharing, and disseminating within Force and to partner Agencies.

You will be responsible for viewing and carrying out relevant intelligence research where necessary. You will ensure that notifications of prison recalls, persons unlawfully at large and breach of tag are appropriately allocated within the force.

You will respond to the changing needs of the FIB, as directed by supervision.

SPECIFIC ROLES AND RESPONSIBILITIES:

- To act as SPOC for notification and recording of prison recalls and persons unlawfully at large.
- To act as SPOC for breach of tag notifications.
- Carry out Open-source research when required.
- Accurately link items of intelligence to ensure future intelligence research is not hampered by incorrectly linked and disseminated information.
- Provide clerical and administrative support within the FIB.
- Carry out PND, PNC, P.I.N.S; BOF, foreign force and inter-agency intelligence research as required.
- Monitor, assess and manage all requests and tasks sent to the i24/FIB Inbox.
- Prepare intelligence bulletins for the organisation.
- Provide disclosure reports to LEA and Partner Agencies.
- Assist with Crimestoppers Intelligence assessment and dissemination.
- Disseminate intelligence within the organisation, outside agencies and policing partners.
- Deal with P.I.N.S. R.O.T.L. and associated prison notifications.
- Provide a professional level of service and respond effectively to any telephone or written enquiry as appropriate.
- Research and collate information as required.
- Effectively assess and evaluate SAR (suspicious activity reports).
- Evaluate information and intelligence identifying threat and risk and bringing the information to the notice of supervision.
- Deal with Forensic identification notifications in a timely and professional manner.
- Responsible for incoming and outgoing despatch.
- Carry out other tasks as instructed by FIB Supervision.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Experience of producing written correspondence to a high standard, ensuring accuracy and attention to detail at all times.
- Good IT Skills and Microsoft experience in Microsoft Excel, Word and Power Point.
- Experience in researching a variety of databases, gathering, analysing and managing data.
- Organising own workload and to achieve aims and objectives in a timely manner.
- Dealing with telephone enquiries and responding as appropriate, both verbal and written.
- Self-motivated – to be able to work both alone and as a part of a team and to understand the dynamics and challenges this may bring within busy environment.
- Demonstrate an understanding of what is required in a customer focus role to ensure that a high level of service is provided

Desirable:

- Have a working knowledge of the National intelligence Model
- Previous experience of input, search and retrieving information from a complex system.
- Experience of providing a high level of administrative service within a fast paced environment.
- Demonstrate a working knowledge of General Data Protection Regulations.
- Have a working knowledge of Criminal Procedures Investigations Act 1996

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that 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.