Job Evaluation Number	C123

JOB DESCRIPTION

Job Title: Regional Prison Sector Liaison (RPSL)	**Location:** South East Region
Job Family: South East Regional Prison Intelligence Team (SERPIT)	**Role Profile Title:** BB3 Police Staff
Reports To: Detective Sergeant – Sector Supervisor	**Band level:** 3G
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE**: Defines the role, put simply, why it exists.

The overall purpose of the role is to: support Prison Intelligence Officers (PIOs) working with offenders serving prison sentences, acting as a point of contact for forces and other agencies within the south-east to ensure enquiries are effectively dealt with and associate administration is efficiently completed.

b. **KEY ACCOUNTABILITY AREAS**: Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:
1. Provide a central point of contact for all prison related enquiries for assigned regional sector and cover for other sectors when required to ensure effective service.
2. Develop effective working relationships with key stakeholders within their sector through effective communication ensuring all agencies are involved appropriately.
3. Work closely with key individuals in other forces and agencies such as the National Crime Agency (NCA), Home Office Immigration Enforcement (HOIE), Her Majesty's Revenue & Customs (HMRC) etc. to ensure that appropriate multi-agency liaison takes place and is conducted in a consistent and professional manner.
4. Conduct necessary enquiries in respect of selected visitors and prisoners, creating and researching incidents, where requested by PIOs in support of crime prevention and detection objectives and to support in ensuring the good order and discipline within the prisons.
5. Where necessary support the flow of OPT applications from external partners as well as those emanating from prisons within their sector. This will include making arrangements for the collection and dissemination of sensitive prison products as and when required to ensure effective and efficient delivery.
6. Apply understanding of processes related to HMPS and intelligence gathering to provide administrative support to PIOs working within prison establishments.
7. Work with Regional Prison Sector Liaison colleagues to provide flexibility, resilience to ensure a consistent service across the region.

c. **DIMENSIONS**: Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
The South East Regional Prison Intelligence Team is responsible for gathering and developing intelligence from Her Majesty's Prison and Probation Service (HMPPS) and other associated establishments relating to national security issues and serious and organised crime (SOC). RPSL's will have primary responsibility for a sector but will flex with demand to provide resilience across the region.

RPSL's will have primary responsibility for a sector but will flex with demand to provide resilience across the region. The purpose of the RPSL is to support a wide range of activities in respect of offenders serving prison sentences within all prisons in the south-east on behalf of the PIO and local forces.
The role includes the management of prison enquiries and will encompass the aspects of prison business that require a liaison function. The RPSL will seek to provide a professional response on behalf of SERPIT to all prison enquiries and undertake the administrative processes. Amongst other enquiries, this will include quality assuring applications for prison visits, supporting ROTL enquiries and assisting with prison based requirements.
The role may involve working within a prison environment.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	***E/D***
1. Proven ability to work to deadlines, handle diverse information, manage a substantial workload and solve problems with minimum supervision.	E
2. Excellent time management skills with the ability to prioritise workloads for themselves and others to ensure tight deadlines are met.	E
3. Excellent communications skills, both written and oral with the ability to communicate at all levels of the police and other organisations.	E
4. High standard of IT skills with accurate keyboard and inputting skills. The ability to learn new databases and methods of working over short time period	E
5. Holds a full and current UK / European driving licence and willing to undertake the necessary training to drive departmental vehicles.	E
6. Demonstrable knowledge of the principles, procedures and protocols for sharing intelligence, which will be evidenced by relevant experience	D
7. Proven experience in collating and assessing information in a threat, harm and risk area of business, and presenting the information in a concise, accurate and timely manner.	D
8. Experience of working in a security conscious environment with secret and confidential material. Understanding of handling and movement of such documents and able to recognise and deal appropriately with sensitive information.	D