

Job Title: Communications Data Investigator	
Job Evaluation Number	3570049

JOB DESCRIPTION

Job Title: Communications Data Investigator	Location: Force Authorities Bureau, Fountain Court, Kidlington
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Force Authorities Bureau Manager	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: provide TVP, SEROCU (South East Regional Organised Crime Unit) and CTPSE (Counter Terrorism Policing South East) with a Single Point of Contact (SPOC) for the lawful acquisition of communications data, under the appropriate legislation, associated codes of practice and Force policies/procedures to ensure the submission of lawful applications for authorisation by Senior Officers. Provide expert evidence at court whilst protecting sensitive methodologies.

- b. **KEY ACCOUNTABILITY AREAS:** Defines 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. Acquire communication data from Communication Service Providers directly or, by the use of online systems, ensuring that the data obtained is stored in accordance with both the relevant Code of Practice and TVP policy thereby ensuring legal compliance on the part of TVP, SEROCU and CTPSE.
2. Develop subject matter expertise/knowledge in order to provide advice with regards to network services essential for analysis and interpretation of results. Keep up to date with changing/emerging technologies in order to ensure the effective/timely acquisition of communications data on the part of TVP, SEROCU and CTPSE can be maintained. Maintain an up to date working knowledge of relevant legislation, policies and procedures, in order to act as a subject matter expert in the investigation, exploitation and acquisition of communications data in accordance with the law.
3. Compile/acquire witness statements in relation to the acquisition of communications data as requested for evidence and attend court when necessary, providing 'expert' testimony in the processes required by the law in supporting investigations of criminality. On behalf of the Senior Responsible Officer determine the suitability of analytical product for presentation at court engaging expert witnesses where appropriate.
4. Receive, research and, if necessary, return for further development, applications for the acquisition of communications data, determining the most appropriate means of developing the required intelligence/evidence, in order to support the effective investigation of crime and at 'risk to life' situations across TVP, SEROCU and CTPSE.
5. Advise designated persons (Police Inspectors and above) of their legal requirements in relation to the acquisition of communications data. Prepare/deliver inputs and presentations in relation to the acquisition of communications data to members of TVP, SEROCU and CTPSE.
6. Providing 24 hour on-call support for emergency situations, including an immediate threat to life and time critical incidents, ongoing operations and reported crimes whilst providing specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives and ensure compliance with the law and Force policy.

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7. Prepare and proactively disseminate relevant strategic advice to applicants, analysts, designated persons, senior investigating officers and forensic experts to provide a professional service and maintain integrity when dealing with sensitive issues.
8. Protect methods and tactics as detailed as 'sensitive services'. Check and identify errors and report accordingly to the Investigatory Powers Commissioners.
9. Ensure the integrity of TVP, SEROCU and CTPSE prosecutions through ongoing liaison with Disclosure Officers and the Crown Prosecution Service by protecting sensitive methodologies, the quality assurance of analytical product and its suitability for court use and employment of expert forensic witnesses whilst also attending case conferences.
10. Attend court and give evidence in accordance with legislation.
11. Provide assistance to the SEROCU Confidential Unit Communication Data Investigators.

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:
Demands are consistent throughout the year but include regular urgent requests out of hours for high risk situations including suicidal missing persons and other threat to life situations such as kidnaps (approximately 400 per annum).
Retrieve and present information in a suitable format and supply to relevant personnel. Approximately 9,500 communication data authorities (comprising 17,000 data acquisitions), 600 witness statements.
Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure. Prepare for and manage the transition of the authorisation process in readiness for the inception of The Office of Communications Data Authorisations (OCDA).
Oversee the preparation of specialist communications data and approve its use in evidence (if appropriate) and brief specialist forensic companies. In doing so ensure value for money in employing such services.
The role holder must ensure the accuracy reports/documentation accuracy for policing purposes. Any inaccuracies can lead to the quashing of authorities, failed criminal trials and consequent damage to the reputation of TVP, SEROCU and CTPSE.
Direct customers of the unit are Officers/staff of TVP, SEROCU/CTPSE. A significant proportion of contact is with Senior Investigating Officers (DI and above) and Authorising Superintendents.

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. Currently hold or successfully complete the National Accredited Officer training programme within 12 months of appointment to achieve Accredited Officer status (as required by current legislation).	E

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2. Proven ability to quickly assess and understand the principal objectives and working practices of operational teams whilst understanding the evidential needs and the disclosure principles.	E
3. Good standard of education and/or relevant previous work experience in similar environment.	E
4. Proven knowledge and understanding of legislation and its impact on communication methods, including telecommunications, email/internet, postal and social networking.	E
5. Excellent written and verbal communications, the ability to deal with all levels of personnel, both internally and externally in order to develop and maintain an exchange of information/intelligence.	E
6. Proven ability to work autonomously, making decisions in pressured situations where the lives of others are often at risk for protracted periods without supervision.	E
7. Interpret extensive legislation and assess its practical effectiveness in order to provide advice to customers and feedback to the Investigator Powers Commissioner.	E
8. Demonstrate self-motivation with the ability to work under pressure whilst prioritising workloads to effectively meet deadlines.	E
9. Proven experience of using Microsoft Office to a high standards. Willingness to learn and use TVP Systems with the ability to improve and expand upon existing IT use.	E
10. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to provide a 24/7 on call service to urgent operational needs*, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential **.	E
<p>Additional comments: At interview, candidates will be asked to:</p> <p>* Provide an on call 24/7 service as the FAB cover life at risk and urgent operational needs.</p> <p>** Confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p>	