JOB DESCRIPTION

Job Title: Intelligence Management Unit (IMU) Staff Assessor	**Location:** CTPSE
Job Family: Operational Support	**Role Profile Title:** BB3 Police Staff
Reports To: Detective Sergeant - IMU	**Band level:** 3H
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: (working under the National Standards of Intelligence Management (NSIM)), effectively manage Threat, Harm and Risk presented to the force and region by collating, researching, assessing and disseminating intelligence to support the investigative function and partner agencies through effective use of the National Decision Model (NDM) process. Provide Operational support to the Intelligence Management Unit and CT SIO through the provision of expert advice, guidance and management of intelligence development for CT investigations.

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. Assimilate and undertake assessment and evaluation of incoming intelligence for threat, harm and risk, and prioritise and task any immediate action according to the threat/ risk presented. Complete NSIM Assessments to accurately assess the risk appraising, and escalate to Intelligence Managers at Operational Meetings with sufficient information to make informed decisions at a local, regional and national level.

2. Review the information that is held on IMU systems against national legislation and standards (e.g. MoPI, Data Protection) in order to assess, justify and authorise the retention or disposal of information.

3. Identify intelligence and evidential opportunities, compiling an intelligence collection plan where necessary. Flag nominals, addresses, vehicles, etc. as directed by IMU Manager to gather intelligence in line with operating procedures.

4. Be the point of contact for CTPSE operational enquiries locally, regionally and nationally. Provide expert guidance and support for intelligence submissions, including training where necessary to progress and improve colleagues' knowledge and understanding.

5. Work as part of the Operation Intelligence Management Unit, as required, to manage threat, harm and risk on behalf of the CTSIO. Provision of expert advice and guidance to colleagues and managers to develop intelligence in line with operational objectives.

6. Assess the accuracy of all intelligence and non-specific intelligence (e.g. tasking's, reports) generated by police and partner agencies prior to its dissemination and indexing. Manage instructions to Indexers in accordance with policies and procedures to ensure Quality Assurance of data to be linked to the National Database. Ensure intelligence is correctly marked, evaluated and sanitised with correct and detailed handling instructions, where necessary a Risk Assessment is applied.

7. Assist with the registration of all new information and intelligence received in the Fixed Intelligence Management Unit (FIMU) from police and partner agencies on the appropriate system in order to provide an auditable record that can inform future intelligence gathering or operational activity.

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8. Act as national systems administrator (utilising NCIA) in order to receive and assess for threat, harm and risk, all information /intelligence received from police and partner agencies and action manage utilising the appropriate teams within CTPSE.

OIMU (Operation Intelligence Management Unit) Accountability:

9. Work with the Investigation and Intelligence teams, and Partners, to assess, analyse and interpret data to ensure it is developed and turned into relevant intelligence product in order to manage threat and risk on behalf of the CTSIO.

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:

Management of at least 6 - 8 CT Intelligence operations at any one time which will require planning for development opportunities in line with CTSIO and Intelligence Managers objectives. To assist, where required, the FIMU with the receipt and assessment of between 60-70 intelligence reports daily ensuring correct handling and dissemination.

Up-to-date knowledge of existing priorities, threats and risks and a competent understanding of the counter terrorism / domestic extremism business areas.

Manage regular requests for information on intelligence products from local, regional and national customers such as police forces, CTP network and partner agencies.

The post holder will be a major contributor to the building and maintaining of the National network of intelligence to enhance National Security against the threat of terrorism under the NCIA.

Provides expert advice and guidance to supervisors and colleagues both within the IMU function and external stakeholders (such as Security Service, Investigations, Prevent, Covert Operations) in the use of covert intelligence gathering techniques to support and enhance an investigation.

Assists with the training and development of Intelligence Management Unit staff.

OIMU Staff Assessor: Works with the CTSIO and Partners to assess and develop products within complex investigations. Provides tactical advice to Investigative colleagues and understands investigative/evidential opportunities and how to achieve them from sensitive intelligence products/tactics. Provides guidance based on operational experience/knowledge.

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. Recent and relevant experience within an intelligence environment with an understanding of relevant policy and legislation i.e. Government Contest Strategy and policy, NSIM, NISAP, RRDP, MOPI, CPIA, Proactive Assessment, DMM process, Health & Safety, Data Protection /GDRP.	E
2. Previous experience of working in a security conscious environment with secret and official-sensitive material. Understanding of handling and movement of such documents, able to recognise and deal appropriately with sensitive information, ideally with working knowledge of intelligence handling procedures, sanitisation, Action On, GPMS/GSC, STRAP and need to know principles.	E

3. Proven experience in collating and assessing information for threat, harm and risk, and presenting the information in a concise, accurate and timely manner.	E
4. Excellent communication skills both written and oral with the ability to present written reports of a high standard ensuring all salient facts are recorded with an accurate rationale.	E
5. Ability to prioritise workloads and produce accurate work within tight deadlines. Excellent time management skills and a very good co-ordinator.	E
6. Proven ability to manage a large workload and establish priorities amongst conflicting demands with minimum supervision.	E
7. 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
8. Understanding of the national CT/DE arena with appropriate knowledge of organisational structures, roles and responsibilities at a local, regional and national level.	D

OIMU (in addition to the IMU Characteristics)

The knowledge or skills required in the role are as follows:	E/D
1. Experience of working in an investigative/operational role or knowledge/understanding of.	E
2. Experience/knowledge of RIPA /IPA and surveillance authorities.	E