

Job Title: Covert Intelligence Officer	
Job Evaluation Number	B807

## JOB DESCRIPTION

<b>Job Title:</b> Covert Intelligence Officer	<b>Location:</b> South East Regional Organised Crime Unit, Nr M4 Junction 12
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DS Regional SIU	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** receive, manage, develop and disseminate sensitive intelligence within the SIU (Sensitive Intelligence Unit) in support of level 2/3 covert operations. To provide assistance to the investigation of serious crime, including kidnaps, threat to life incidents, product contamination and siege situations.

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. Receive and assess intelligence and information within Regional Intelligence Bureau ensuring any high risk issues are rapidly identified.
2. Develop and disseminate intelligence in accordance with sanctioned operations, ensuring strict adherence to handling conditions and safeguarding of tactics.
3. Support operational SIOs in relation to relevant intelligence work associated with both Regional intelligence unit and/or Sensitive Intelligence Unit.
4. As part of a centre of excellence, provide advice and support to raise corporate standards in relation to the administration and management of sensitive intelligence. Ensure compliance of all staff entering the SIU arena complies with Sections 15, 17 & 19 of Regulation of Investigatory Powers Act
5. Support and assist other Investigation teams and operational units in relation to other covert policing tactics and activity.
6. Prepare and maintain intelligence development and briefing documents. Acting as intelligence case officer, present intelligence updates and assessments in support of operational activity.
7. To carry out applications under RIPA in order to progress intelligence development and evidential opportunities.
8. Attend Regional and National meetings to identify good practice and formulate common standards.

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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:**

Post holder must have transferrable skills in applying a range of legislation, policies and standard operating procedures.

This role is about using sensitive and highly sensitive intelligence to deliver operational outcomes that protect the public without compromising the source of the intelligence and ensuring that it can never enter the evidential chain. Post holder must be Section 19 briefed by the appropriate agencies and may be required to successfully complete a Product Handling Course (**training will be provided**).

**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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Proven ability to demonstrate high standards of integrity, confidentiality and flexibility.	E
2. Transferrable skills and experience of using covert tactics.	E
3. Transferrable skills in being able to comply with, and apply, policies, procedures and legislation. For example, CPIA, data protection, Human Rights and the use of the national decision model would be used in this role.	E
4. Transferrable skills in making applications in law enforcement. For example, in this role the duties will include completing applications for communications data and surveillance authorities.	E
5. Experience of developing working relationships with different organisations / departments.	E
6. Transferrable skills in using different software which enables the candidate to use policing IT systems.	E
7. Please see accompanying Q&A document which provides further guidance on travel. Must have capability to travel to different locations across the SEROCU region (Sussex, Surrey, Hampshire, and Thames Valley) and any other part of the UK and Europe as directed and undertake all assignments in a timely manner. 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 as is the requirement to undertake and pass the Police Basic Driving Assessment to enable the use of a police authorised vehicle.	E
8. Proven experience in covert policing under the Regulation of Investigatory powers Act 2000 Part 1, Chapter 1.	D

**Additional comment:** Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.