

Job Title: HUMINT Targeting Officer	
Job Evaluation Number	C265

JOB DESCRIPTION

Job Title: Police Human Intelligence Targeting Officer (HUMINT)	Location: Counter Terrorism Police South East
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DI Controller CTPSE and Controller Security Service	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: co-ordinate, oversee, deliver and develop the targeting, recruitment and case development of national security CHIS activity within SE region working in collaboration with key intelligence partners.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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 dedicated regional intelligence development resource to enhance the recruitment, profiling and tasking of national security Covert Human Intelligence Sources (CHIS).
2. Support the development and tasking of the Human Intelligence activity within South East region, optimise opportunities and maximise use of resources.
3. Establish and develop effective working relationships with regional Dedicated Source Units, Counter Terrorism Policing Intelligence Management Units, other Targeting Officers, Operational Security, the NHU and external agencies.
4. Develop effective relationships in collaboration with the Security Service and other key partners.
5. Ensure national strategic tasking and local operational tasking are effectively delivered and managed at a regional level.
6. Identify gaps in Counter Terrorism Policing coverage relating to current and emerging national security and policing priorities and develop plans to fill these gaps.
7. In conjunction with the Security Service lead, coordinate and develop new opportunities / activity for CHIS recruitment and referrals. Maintain knowledge of CHIS activity within CTPSE to maximise all opportunities and to provide guidance on development when required.
8. Use information, databases, and applications to identify suitable CHIS in support of priorities.

c. **DIMENSIONS:** Include matters such 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:

Represent CTPSE at meetings with members of relevant services and agencies, deliver presentations regionally and nationally as required. Ensure the security of all information obtained maintaining the highest standards at all times.

The PHTO is an important role within CTPSE. The post holder is responsible for increasing the breadth and depth of agent coverage to support priority operations. This is key to ensuring the

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CHIS stable is deployed effectively to best service intelligence objectives. They will work closely with Security Service partners to identify improved working practices for the benefit of the wider CT network. The PHTO will be expected to identify opportunities for recruitment and case work before final tasking approval is sought from a Detective Inspector or Detective Sergeant. This role is constantly evolving and developing; the role holder will need to proactively identify opportunities and improve processes for CHIS recruitment methods. The role will be required to work as part of a wider Partner targeting Hub.

The role holder reports indirectly to the CTPSE RHoH (Regional Head of HUMINT). They will attend Regional tasking meetings and support RHoH to understand HUMINT requirements and opportunities. They will be expected to establish and maintain strong working relationships with Regional PHTO's in order to ensure they are aware of best practice in their field of expertise.

Working regionally and with Partners can be complex; the role holder will have to build strong working relationships/partnerships and network across multiple Police forces for the longer term benefit of CT policing. The role holder may be faced with demanding internal or external customers or stakeholders; managing these competing demands diplomatically is key to ensure collaboration amongst the partnerships on region.

CPTSE Partners are currently developing a Targeting Officers course. The role holder will be enrolled on this course once it is finalised. The role holder must maintain CPD in terms of case development, validation and risk management whilst understanding RWLT and CT.

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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven ability to act with integrity and manage confidential and sensitive information appropriately is essential.	E
2. Current experience or willingness to understand CHIS, undercover and covert operations.	E
3. Able to demonstrate excellent interpersonal communication skills. Ability to effectively negotiate and persuade external customers/partner agencies, manage expectations, collaborate and coordinate to produce analytical and business reports. Ability to offer information, advice and guidance to colleagues and stakeholders, including senior leaders.	E
4. Knowledge and experience of investigating, analysing and articulating data. Experience of using different analytical techniques. Ability to identify opportunities to develop existing processes.	E
5. Experience of managing substantial personal workloads under pressure with minimum supervision, prioritising and meeting tight deadlines. Able to demonstrate self-motivation and use initiative.	E
6. IT literate in the use of Microsoft IT Products e.g. Word, Excel, PowerPoint to an intermediate level to support delivery of management information.	E
7. Excellent written and verbal communication skills with proven experience in writing reports.	E
8. Experience / knowledge of or willingness to understand RIPA 2000, Police Act 1997, CPIA 1996, HRA 1998, DPA & MOPI.	E

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9. Must have capability to travel to different locations regionally / nationally and undertake all assignments in a timely manner, being available to work some evenings and weekends, 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
10. Experience of working in a covert environment.	D
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview.	