

JOB DESCRIPTION

Job Title: Regional Business Assurance Officer	Location: Near Junction 12, M4
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Business Assurance 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: ensure the recording of intelligence and evidence is managed to a high standard and meets the National Standards of Intelligence Management (NSIM). Ensuring that information is being assessed consistently and within prescribed time limits. Carrying out accurate audits in line with the CTP network standards. Relevant peer reviews, capturing and communicating best practice across CTPSE and the CTP network. Where required, be responsible for user and system administration of secure intelligence systems providing thorough technical and user knowledge and support to users of secure intelligence systems.

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 assurance on behalf of the CT Head, that Policies and procedures are consistently applied (National Standards for Intelligence Management (NSIM), Intelligence Handling Mode (IHM), access and visibility, Review, Retain, Delete (RRD) etc.), and local mechanisms are in place to continually monitor compliance by conducting monthly peer reviews of decision making and associated rationales ensuring that the correct outcome is determined and recorded.
2. Provide advice and guidance on the use of Intelligence systems to peers, including the communicating of upgrades and enhancements to users in a timely manner. Where required, create, maintain and update Groups, User Management and Operations on Intelligence Systems to ensure creation and security compliance.
3. Conduct peer reviews of decision-making and associated rationale to ensure that outcomes are appropriate and recorded with sufficient detail by the users.
4. Ensure relevancy and accuracy of data on the Intelligence System and ensure user details correct, overseeing the administration of systems access including assisting the administrator and users with technical enquiries. Where required, provide cover for the administrator. Perform de-duplication process in order to resolve Intelligence Systems entities and intelligence identified as duplicates and ensure Intelligence Systems data is current.
5. Liaising with Regional Practitioner Group (RPG)/National Practitioner Group (NPG) (CTPHQ), use your knowledge and experience to identify non-hardware, process faults and errors within the intelligence system. Act as the liaison point with users where they establish issues with the intelligence system, particularly following upgrades. Work with all key stakeholders to find a resolution.
6. Undertake audits of secure intelligence systems via the audit log to ensure the compliant and correct use of the system. This includes working with National Audit Team (CTPHQ) to develop audit requirements and assisting in the delivery of reviews.

7. Maintain knowledge and understanding of the secure intelligence systems by attending seminars and user group meetings and passing on relevant information to users to ensure that there is continued professional development within 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:

Business Assurance (BA) provides a single means by which CT leaders can be assured that 'Threat, Harm, Opportunity and Risk' is identified, handled and managed by the CT/DE Network in a consistent and effective manner. BA aims to provide a qualitative approach, which ensures that operational policies and standards are being consistently adhered to across the CT/DE Network and outcomes are maximised in every instance.

Will have contact with all Police Officers and Police Staff (including Senior Management Team), as well as other forces, partner agencies and external professional bodies, Compliance, & Protective Monitoring Unit (CPMU), Customer Service Centre (CSC West Mids).

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. Able to assimilate information quickly and formulate solutions, making concise and accurate recommendations based on assessments. Ability to produce work to a high standard and communicate findings succinctly in suitable written formats or verbally.	E
2. Recent experience of carrying out duties that involve dealing with various levels of collation, recording, analysis and disseminating of information.	E
3. Recent significant experience of assessing information and assuring compliance with set standards, with excellent attention to detail.	E
4. Proven interpersonal skills and the ability to promote professional working relationships with personnel at all levels of the organisation. Ability to operate in a demanding environment demonstrating discretion, tact, diplomacy and flexibility.	E
5. Able to work effectively within a team, with the ability to plan and organise workload to meet tight deadlines using own initiative.	E
6. IT literate with experience in MS Applications (Proficient use of Excel & Outlook); proven ability to manipulate data from a variety of sources and databases and willing and able to learn new technology, databases and systems.	E
7. Current understanding or willingness to learn, understand and apply Data Protection principles, Management of Police Information (MOPI), Freedom of Information legislation, NSIM (National Standards of Intelligence Management), IHM (The Intelligence Handling Model) and Computer Misuse Act.	E
8. Although required only occasionally, must have capability to travel to different locations force wide as well nationally within the CT network and be flexible with working hours 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

9. Thorough understanding of Intelligence dissemination and assessment processes within the CT/DE Network. (Training provided)	D
10. A good working knowledge of national rules and conventions in relation to secure intelligence systems. (Training provided)	D
<p>Additional comments: At interview, candidates will be asked to:</p> <p>* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>**indicate their ability to undertake evening and weekend working as determined by business need.</p>	