JOB DESCRIPTION

Job Title: Intelligence Research Officer	**Location:** Various
Job Family: Operational Support	**Role Profile Title:** BB3 Police Staff
Reports To: Detective Sergeant - Intelligence	**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: In line with the Force Delivery Plan identify Threat Risk and Harm impacting or likely to impact on the welfare and quality of life to the residents and visitors to the Thames Valley Police area. Analyse, evaluate, develop and disseminate intelligence relating to instances of disorder, crime and suspects or offenders.

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. Interrogate, retrieve and input data to and from computer systems in compliance with force policy and relevant legislation (e.g. Data Protection Act). Use available intelligence systems to develop information and intelligence relating to problems and subjects. Prepare intelligence packages in respect of the same

2. Ensure that relevant intelligence is communicated at daily and operational briefings based on Force and LPA priorities to ensure threats, risk and harm are identified. Produce, maintain and update a daily intelligence briefing for the LPAs and ensure effective dissemination both internally and externally as required.

3. Research, collate and evaluate information and intelligence to identify crime patterns, trends and hotspots, in order that police resources can be tasked appropriately.

4. Evaluate and distribute intelligence in accordance with requirements of the Management of Police Information guidance and any Memoranda of Understanding and Information Sharing Agreements, and the dissemination of that data.

5. Liaise with others involved in the intelligence process to promote an effective interchange of intelligence. Participate in crime series meetings, including cross-border and briefings to support and assist police activity

6. Produce, maintain and update a daily intelligence briefing for the LPAs and ensure effective dissemination both internally and externally as required.

7. Research observation posts to support operational activity at the behest of Intelligence Supervisors in support of level 2 Force Tasking Authorities.

8. Provide full support and guidance to officers and staff in relation to intelligence. Provide guidance on the submission of intelligence products.

9. Prepare intelligence products (subject records) to support police activity towards organised crime groups. Identify serious offences requiring higher level research techniques.

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:
As the SPOC for TVP, provides research capability for police officers and police staff throughout TVP, and external law enforcement and other agencies.
Wide range of customers, internal to TVP and external.
This role is pivotal in the day to day management of both spontaneous and pre planned operations requiring intelligence support. Customers will include LPA SMT staff, analysts (local and FIB), FIB, Silver firearms cadre commanders, Silver Public Order commanders. Post holders will need to be able to identify and act upon risk, threat and harm issues relating to a wide variety of crime types violence, CSE, Firearms, Organised crime groups etc, and ensure that a proportionate and reasonable level of escalation and visibility is apparent in responding to this risk.

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. Good standard of education including excellent numeracy and literacy skills, or have substantial role related experience.	E
2. Demonstrate exemplary interpersonal communication skills: including verbal and written skills. Articulate, methodical, conscientious and concise.	E
3. Demonstrate high level of computer literacy and experience of using Microsoft Office applications.	E
4. Proven research skills – ability to problem solve.	E
5. Self motivated and able to use own initiative. Work effectively with minimum of supervision whilst remaining team focused. Ability to work alone or as a team.	E
6. Proven ability to work under pressure and prioritise workloads. Provide accurate work within set deadlines.	E
7. Recent experience of recognising sensitive information and maintain discretion and confidentiality. Ability to work in a secure and confidential environment.	E
8. Ability to travel freely around the Force area to attend meetings, etc.	E
9. Proven commitment to Continuous Professional Development (CPD).*	E
10. Knowledge of police systems and policing; current legislation, policies and procedures (e.g. Data Protection Act, Human Rights Act).	D
11. Experience of working in an intelligence/information field. Knowledge of the National Intelligence Model (NIM) and ACPO Guidance on the Management of Police Information (MOPI).	D

Additional Comments: You will be required to complete the Intelligence Professionalism Portfolio (IPP) accreditation within this role.