

JOB DESCRIPTION

Job Title: Prison Intelligence Officer	Location: South East Counter Terrorism Unit
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Prison Intelligence Officer	Band level: 3G (entry level) 3H (fully qualified)
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 effective gathering and development of intelligence from HM Prison Service (HMPS) and other associated establishments relating to national security issues in support of intelligence and investigative strategies and to ensure that all relevant intelligence in relation to counter terrorism, extremism and radicalisation is shared between law enforcement agencies and other relevant services.

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. Working in collaboration with partner agencies tasked with the investigation of matters impacting on National Security, to undertake the collation, development and appropriate dissemination of intelligence in accordance with agreed processes by key stakeholders. (HMPS, UK Border Agency (UKBA), Regional Force Special Branch (SB) offices, CTU offices, National Prison Coordination Centre and the Security Services).
2. Update and complete actions allocated in respect of prison developments ensuring activity is undertaken expeditiously and in accordance with operational objectives and policy.
3. Ensure that relevant intelligence in relation to national security issues is disseminated in a manner that takes account of any sensitivity attached to the intelligence and is compliant with the Human Rights Act, the Data Protection Act and Management of Police Information (MOPI) e.g. to the HMPS, ROCU, NCA, HM Customs & Revenue etc.
4. Maintain working relations with HMPS and to support HMPS needs in relation to national security, radicalisation and good order and discipline issues. To provide expert advice and training to appropriate personnel within the HMPS and UKBA establishments in all matters of extremism, radicalisation and counter terrorism. To participate in the Pathfinder process in order to assist the prison service in managing extremist behaviour within the prison system.
5. Conduct targeted prisoner debriefings (overt and covert) in order to develop and exploit debriefing opportunities and source recruitment within the prison estate and to address developmental objectives.
6. Prepare OPT and RIPA applications when appropriate and brief the Operational Partnership Team (OPT) and the Prison Service where necessary to implement the requirements. To support partners and investigations teams in the preparation of prison related applications and to manage the product in line with national and regional policy.

7. Prepare and participate in Multi Agency Extremism Screening Meetings (MAESM) to brief police, Probation and other agencies in relation to intelligence and risk in respect of prisoners approaching their date of release.

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

Developing and maintaining effective working relationships with Counter Terrorism Units and other agencies across the United Kingdom.

Management of intelligence in accordance with the National Intelligence Model.
Effectively discharging responsibility in respect of operational activity arising from the receipt and development of intelligence.
Management of the dissemination of intelligence in relation to Subject Profiles and Offender Referral Documents in accordance with national policy.
Preparation of applications to assist in the development of operations and investigations in line with OPT and / or RIPA.
Attending and, where necessary, managing the 2 weekly intelligence meeting in order to brief key stakeholders with new intelligence and identify and allocate actions to mitigate identified threat.

Seizure and management of exhibits from prisoners, adhering to best practice in relation to exhibit handling, continuity and ensuring the expeditious reviewing of product obtained as a result of the seizure.
Preparation of viewing reports for dissemination to the Prison Service and where necessary, the investigations department.

Support any police investigations conducted within a prison that have a Counter Terrorism / Domestic Extremism implication.

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. Candidate must have completed the Working in Prisons National Course and National Prison Debriefing course, or be willing and able to undertake training.	E
2. Proven ability to gather and accurately record information effectively within set procedure, in a logical and easily understood format and style.	E
3. Proven ability to recognise sensitive information and maintain discretion and confidentiality.	E
4. Self-motivated with a flexible approach in terms of working times. A proven ability to work under pressure and an ability to use initiative to solve problems.	E
5. Proven ability to demonstrate excellent interpersonal and communications skills at all levels. Articulate, methodical, conscientious and concise. To be able to work in partnership and operate effectively within a multi-agency environment.	E

6. Able to proactively seek out intelligence development opportunities without the need for specific tasking or guidance.	E
7. Able to demonstrate well developed organisational and time management skills and resilience to stress when managing own workload.	E
8. Have a good knowledge of Human Rights, MOPI, Regulation of Investigatory Powers Act and Prison Rules, particularly in relation to the prison environment.	D
9. Have a good knowledge of CT issues and intelligence processes, including how prison intelligence fits into the CONTEST strategy.	D
Additional comments: At interview candidates will be asked to confirm their willingness to: Undergo Driving Training to enable the use of a police authorised vehicle. Applicants should be willing and able to travel, sometimes at short notice, to a variety of locations both regional and national.	