

## THAMES VALLEY POLICE

## PC/DC ROLE SPECIFICATION

<b>Role Title:</b>	Police Staff Handler Dedicated Source Unit (DSU)	<b>Department:</b>	Dedicated Source Unit (DSU)
<b>Reports To:</b>	Detective Sergeant DSU	<b>Location:</b>	South East Region: Guildford and J12 of the M4

<b>Purpose of role:</b>	The recruitment, maintenance and development of Covert Human Intelligence Sources, in support of CTPSE and partner operations and intelligence requirements.
<b>Principle Responsibilities:</b>	1. Undertake day-to-day responsibility for dealing with the Covert Human Intelligence Sources (CHIS) on behalf of the public authority as directed by the CTP SE DSU Controller, in accordance with relevant legislation and policy, as laid out under the Regulation of Investigatory Powers Act (RIPA), Secondary Legislation and NPCC Manual of Standards.
	2. Directing the day to day activities of the CHIS, accurately recording the information supplied by the CHIS and monitoring the CHIS' security and welfare.
	3. Act as co-handler where appropriate to those other CHIS utilised by the UK intelligence Community
	4. Identify, cultivate and handle CHIS to provide information impacting on National Security and other priorities relevant to CTP SE activities.
	5. Ensure that CHIS are handled in accordance with the Primary and Secondary Legislation, NPCC Manual of Standards and European Convention of Human Rights together with National CHIS Policy and the 'professional' management of a DSU Controller.
	6. Together with other officers within the Dedicated Source Unit, develop awareness of procedures in line with Legislation and Force Policy and impact this to other officers within the Force.
	7. Maintain liaison with key partners including developing relationships with local, regional partners and UK Intelligence Community.
	8. As a regional resource you will be expected to cover at differing locations throughout the region and carry out handler on-call duties. You may also be required to temporarily cover other UK regions in response to a terrorist incident as part of the wider CT network. As such you must have the ability and willingness to travel for business purposes when required.

	9. Ensure that your administrative functions, record keeping, and performance data are organised, efficient, transparent and maintained to a high standard.
	10. Work flexible hours to suit the requirements of the department. Handlers will be expected to take part in the on call rota which will include working one in every seven weeks.
<b>Essential role based training and assessment:</b>	<ul style="list-style-type: none"> <li>• Successful completion of Pre-Training Assessment (PTA) – <b>essential prior to appointment.</b></li> <li>• Successful completion of the five week residential pass/fail National Security Agent Handling Course (NSAHC).</li> <li>• Successful completion of the CHIS in prison course.</li> </ul>
<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills with the ability to provide excellent report writing to a wide range of audiences.</li> <li>• A good working knowledge of the Police service, with the ability to adapt to new ways of learning.</li> <li>• Highly motivated with good time management skills and able to ensure deadlines are met and regulations adhered to, with the ability to work under pressure, prioritise workload with the capability to assimilate detailed information.</li> <li>• Excellent interpersonal skills with the ability to communicate clearly and concisely at all levels across the general public as well as within the organisation and outside agencies.</li> <li>• Willingness and aptitude to learn about the CT environment, new IT systems, legislation, digital risk, intelligence management and many other areas pertinent to the role.</li> <li>• Motivated and enthusiastic with a positive attitude towards identifying new opportunities.</li> <li>• Creative and innovative mind-set; looking to develop and improve working practices and learning from these experiences.</li> </ul>
<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of legislation in relation to Regulation of Investigatory Powers Act 2000, European Convention of Human Rights, Secondary Legislation (The Codes of Practice).</li> <li>• Recent experience of working in the Counter Terrorist environment with a good knowledge and understanding of counter terrorism and domestic extremism.</li> <li>• Knowledge of specialist tactics to be deployed for both evidence and intelligence gathering.</li> <li>• Recent experience of working in covert operations or intelligence management.</li> </ul>
<b>Additional Information:</b>	<ul style="list-style-type: none"> <li>• Ability to travel across South East Region when required. Working hours and level of flexibility are required.</li> <li>• The role holder <b>must</b> undertake and maintain Developed Vetting</li> </ul>

	<ul style="list-style-type: none"> <li>The role holder can also state their preference as to working location at interview and all efforts will be made to adhere to these preferences where possible.</li> </ul>
<b>Competency Value Framework (CVF) – Level 1</b> <b>The role holder should effectively deliver these key requirements.</b>	<ul style="list-style-type: none"> <li>We are emotionally aware – level 1</li> <li>We take ownership – level 1</li> <li>We collaborate – level 1</li> <li>We deliver, support and inspire – level 1</li> <li>We analyse critically – level 1</li> <li>We are innovative and open-minded – level 1</li> </ul>