

Job Title: Product Handler/Comms SPOC	
Job Evaluation Number	B808

JOB DESCRIPTION

Job Title: Product Handler/Comms SPOC	Location: South East Regional Organised Crime Unit, Nr M4 Junction12
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Intelligence Unit	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: receive, manage, develop and disseminate sensitive intelligence within the Confidential Unit in support of level 1/2/3 covert operations. To provide assistance to the investigation of serious crime, including kidnaps, threat to life incidents, product contamination and siege situations. Act as the single point of contact (SPOC) for the organisation when obtaining data from communications service providers (CSPs).

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the jobholder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Receive, assess, develop and disseminate intelligence and information within the Sensitive Intelligence Unit ensuring any high-risk issues are rapidly identified.

2. As part of a centre of excellence, provide advice and support to raise corporate standards in relation to the administration and management of sensitive intelligence. Ensure compliance of all staff entering the Sensitive Intelligence Unit complies with associated codes of practice, force policy and legislation.

3. Support operational SIOs and assist Investigation teams in relation to relevant intelligence work associated with the Sensitive Intelligence Unit, ensuring strict adherence to the safeguards in place in relation to the management of information. Provide the senior management team with an appropriate briefing to ensure that they can maintain a high level of oversight regarding covert policing activity within the Force.

Attend Regional TCG and National meetings to identify good practice and formulate common standards.

4. Act as the organisation's Single Point of Contact (SPOC) for retrieving communications data, having successfully completed the necessary accreditation course and ensuring that the data obtained is stored in accordance with both the relevant Code of Practice and TVP Policy thereby ensuring legal compliance on the part of YVP, SEROCU & CTPSE.

Recognise the potential of communications data and implement methods of development and exploitation.

5. Produce Communications data based intelligence products that meet the operational objectives whilst protecting all covert sources from which the intelligence was derived. Assist applicants in the preparation of lawful applications for the retrieval of Communications Data under the Regulation of Investigatory Powers Act 2000 (RIPA) and related legislation. Assist and advise applicants/investigators on the appropriate use of communications data in order to close intelligence gaps and develop intelligence opportunities.

Job Title: Product Handler/Comms SPOC	
Job Evaluation Number	B808

6. Process and administer applications and enquiries using recognised tactics and analysis. Present the results of analytical work, which has been undertaken in a readily understandable format. Recognise record and update errors that may occur, ensure the Investigatory Powers Commissioners Office (IPCO) is informed.

- 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:

Post holder must be aware of both TVP/SEROCU and legislative policies on Data Protection, Human Rights, CPIA and Preston as well as other legislation concerning the obtaining, retention and dissemination of intelligence material.

This role is about using sensitive and highly sensitive intelligence to deliver operational outcomes that protect the public without compromising the source of the intelligence and ensuring that it can never enter the evidential chain.

The post holder will also be required to maintain appropriate standards of knowledge of the European Convention on Human Rights, the Manual of Standards for the Accessing of Communications Data and relevant legislation-

Role holder will need to work to the Sensitive Intelligence Unit SOP to allow the unit to be accredited which in turn will give law enforcement partners the trust & confidence to share & exchange sensitive & highly sensitive intelligence material.

Acquire and maintain a thorough knowledge of legislation related to communications procedures and the use of communication data.

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:	E/D
1. Has attended or is able to attend and pass Intelligence Officer enhanced course.	E
2. Section 57 IPA briefed by the appropriate agencies and attend and successfully complete a Product Handling Course (training will be provided).	E
3. Accredited Communications Data SPOC with current P.I.N. and knowledge of communications industry.*	E
4. Proven ability to demonstrate high standards of integrity, confidentiality and flexibility.	E
5. Proven knowledge and understanding of legislation and its impact on communication methods, including telecommunications, email/internet, postal and social networking.	E
6. Proven knowledge in respect of the European Convention of Human Rights, the Human Rights Act and related case law.	E

Job Title: Product Handler/Comms SPOC	
Job Evaluation Number	B808

7. Proven experience in covert policing under the Investigatory Powers Act & Regulation of Investigatory powers Act 2000.	E
8. Must have capability to travel to different locations across the SEROCU region (Sussex, Surrey, Hampshire, Kent and Thames Valley) and any other part of the UK and Europe as directed and undertake all assignments in a timely manner. 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 as is the requirement to undertake and pass the Police Basic Driving Assessment to enable the use of a police authorised vehicle.	E
10. Previous experience of working with full range of covert tactics.	D

Additional comments: The successful applicant must:

- be prepared for and successfully pass enhanced vetting (DV level) & STRAP Briefing

* accredited by corporate communications service providers to lawfully handle data in accordance with RIPA and data protection. Assigned a unique PIN to access databases.