

Job Title: Regional Intelligence Development Officer (CTP SE/SEROCU)	
Job Evaluation Number	B339

JOB DESCRIPTION

Job Title: Regional Intelligence Development Officer (CTP SE/SEROCU)	Location: CTP SE/SEROCU
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Intelligence Analyst, Senior Intelligence Analyst or DS Investigations/UCOL	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: identify, collate, research, assess and review information and intelligence on identified individuals and organisations and assist in the preparation and presentation of a variety of intelligence packages.

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:	% time
1. Research and assess intelligence on individuals and organisations potentially linked to terrorism, extremism, organised crime or Child Sexual Abuse and Exploitation. Prepare and present this information in the format required by the relevant customer, e.g. intelligence products, reports, charts and maps for investigative and evidential use, summarising clearly, concisely and accurately key research findings. Evaluate the information for its reliability and validity and any consequent impact this may have upon the investigation. Maintain full audit trail for each piece of research.	30%
2. Support live operational activity with real time research and evaluation of information. Manage the data that is provided to the Operations room to ensure that it is up to date and accurate	15%
3. Monitor and maintain intelligence sources used to deliver other intelligence products. Write and submit applications for telecoms data under RIPA legislation, and manage the resulting product and research content in line with SIO/ Investigators telecoms strategy in order to achieve investigative aims.	15%
4. Identify emerging trends within the arenas of terrorism, extremism, organised crime or Child Sexual Abuse/Exploitation in conjunction with the Intelligence Analyst, and where appropriate risk assess the threat, identifying any safeguarding issues if appropriate. Work closely with intelligence staff to update and develop intelligence products, and identify intelligence opportunities, links and crossovers between priority and other high risk activity.	15%
5. Support the analytical function with specialist research using open source techniques such as covert internet investigation.	10%
6. Participate in CT, Domestic Extremism or organised crime meetings at both Force, regional and national level. Provide briefings at these as and when required.	10%
7. Recommend further action against those individuals deemed to be linked to terrorism, violent extremism, organised crime or Child Sexual Abuse/Exploitation. Identify opportunities for intervention by appropriate resources	5%

Additional comments. CTP SE IDOs are required to perform some ancillary functions involved in operational deployments. This includes operating observation points and maintaining the logs.

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SEROCU IDOs are required to provide tactical operational support by monitoring radio communications of live surveillance operations targeting serious level criminals within organised crime groups. Research and map sensitive covert product, monitor the operation and evaluate opportunities for research. In a pressurised fast paced environment complete research and conduct initial interpretation. UCOL IDOs may also be required to carry out the above in relation to the monitoring of live surveillance operations that target contact sex offenders.

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:

CTP SE IDOs - The approach of the CTP SE to the current Policing Plan and Regional Priorities determines the volume and/or complexity of research and analysis required.

SEROCU IDOs - Attend meetings and give presentations as appropriate to the purpose of the role. This will include meetings outside the county or away from police premises, and/or with colleagues from other departments or agencies.

- liaise on a region wide basis with other Forces/departments/agencies (SOCA, UKBA, HMRC, Interpol, Europol, Council, DWP, POLIT teams, CEOP etc.) in the collection and dissemination of information.
- help improve the quality of Region wide police held data through resolving (or referring to the appropriate person to remedy) data errors identified during the course of research.
- evidence research work as necessary (ANPR, telecoms) and prepare in appropriate format for presentation at court. Give evidence at trial as required.

UCOL IDOs - Undertakes detailed research and development of identified subjects using all available intelligence systems including PNC, PND, VISOR, DWP and other partner agencies and produces subject profiles.

Maintain a good understanding of the Government Protective Marking Scheme and particularly the movement of secret and sensitive documents, complying with Management of Police Information (MoPI) standards.

Will be working in a fast moving and changing environment. Must be willing to travel and work in other parts of the SE region or UK at short notice. Responsible for interrogating all relevant available police databases and external sources. Liaise with police officers and police staff, and partner agencies regionally and nationally to gather and develop intelligence. Requirement to travel regionally and nationally to achieve this.

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. Good standard of education or equivalent experience.	E
2. Recent and relevant experience within an intelligence environment and experience of research. Good knowledge of the intelligence process and cycle, including NIM.	E
3. Proven experience in collating and assessing information and making concise and accurate recommendations based on assessments.	E
4. Excellent communication skills, written and oral, with ability to negotiate and deliver presentations.	E

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5. Good team player and also able to work effectively on own initiative.	E
6. Able to demonstrate good organisational, planning and time management skills and resilience to stress.	E
7. Previous experience of working in a security conscious environment with secret and confidential material. Understanding of handling and movement of such documents and able to recognise and deal appropriately with sensitive information.	E
8. High standard of IT skills with accurate keyboard and inputting skills and the ability and commitment to learn new systems in a short time period*.	E
9. Able to demonstrate an understanding of relevant legislation e.g. Data Protection, MOPI, CPIA & HRA, RIPA.	E
10. Training on local force systems in the SE - Kent Surrey Hampshire Thames Valley & Sussex: Crime & Intelligence system, Command & Control system, ANPR system, PNC, PND National ANPR Database.	D
11. Cyber crime posts only – academic/ industry recognised qualification in computing/ IT or relevant experience.	D
12. UCOL posts only - previous experience in working in child abuse/exploitation arena.	D
<p>Additional comments: *Cyber crime posts only: the successful candidate will need to be able to complete additional cyber crime related training.</p> <p>Must have the capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibility, 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.</p> <p>At interview candidates will be asked to confirm their willingness to: - Undergo Driving Training to enable the use of a police authorised vehicle</p> <p>At interview candidates will be asked to confirm their willingness to undergo enhanced vetting to meet force requirements of the post.</p> <p>At interview candidates will also be asked to confirm their willingness to train towards achievement of appropriate courses e.g. Covert Internet Investigations.</p>	