

**JOB DESCRIPTION**

<b>Job Title:</b> Confidential Case Supervisor	<b>Location:</b> National Crime Agency, Spring Gardens, Vauxhall, London
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Detective Inspector, Regional Intelligence Bureau	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Confidential Case Officers (mix of Police Staff & Officers)	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** (Embedded with our partner the National Crime Agency), supervise a team of Confidential Case Officers to gather, develop and disseminate intelligence in support of regional and national crime investigations against serious and organised crime targets.

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. Embed within the National Crime Agency specialist intelligence facilities in London, forging strong working relationships with this key partner agency and other law enforcement partners promote the work of the unit and help to achieve the strategic aims of the SEROCU.
2. Interact with key Intelligence Managers within the SEROCU Regional Intelligence Bureau to discuss capability and capacity for intelligence activity. Assist in the assessment of operational requirements and submit bids for support from the team.
3. Lead and manage a team of specialist Confidential Case intelligence officers, managing and prioritising workload allocation, staffing resilience and cover. Oversee the management of team PDR, leave and sickness absence.
4. Provide a consultation service to investigations/operations regarding the use of communications data, providing support and advice on complex legal and evidential requirements, network services and restrictions. Provide specialist support to major investigations and be responsible for responding to time critical sensitive information, including deciding upon an appropriate course of action.
5. As subject matter expert, maintain an up to date knowledge of covert law enforcement techniques and application processes. Have developed knowledge of information and intelligence that can be sourced from partners, datasets, assets or deployed equipment- recommending techniques and tactics to be used to enhance the overall intelligence picture.
6. Review sensitive intelligence and provide recommendations and intervention opportunities for the SIO to determine operational direction against organised crime groups.
7. Responsible for risk assessing dynamic intelligence for further dissemination to the Senior Investigating Officer (SIO) to meet operational objectives, minimise threat and harm whilst protecting associated tactics.
8. Support intelligence requirements of crimes in action enhancing the effectiveness of law enforcement response.
9. Identify disclosure matters relating to CPIA and Rv Preston from material generated to comply with current legislation and associated case law.

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:**

This role is critical to the provision of specialist intelligence support to the SE ROCU fight against organised crime. The ability to work effectively with key partners, as a representative of the SE ROCU, and the supervision of a team of staff whilst embedded within the NCA is paramount.

Flexible working pattern with some shift and weekend working (located in London).

As the post holder is based on outside of Region, they will have infrequent face to face contact with their SEROCU line manager. Day to day management of the team will be provided by the Operations DI based at the NCA. The main partners will be the NCA and other law enforcement agencies (predominantly national Police Forces). Demands will come from the need to facilitate intelligence function cover and response to fast time, evolving situations- particularly with respect to crime in action.

**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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good written and oral communication skills with the ability to communicate with staff and officers at all levels of the organisation and outside agencies. Experience of presenting reports and briefing material with clearly rationalising tactical advice and guidance.	E
2. Proven experience of supervising and managing a team of staff, prioritising team workloads and delivering against performance standards.	E
3. Achieve the TCD Foundation Course and successfully complete the mentoring period; training will be given.	E
4. Experience of working within a covert policing environment with practical knowledge of covert techniques – level 2.	E
5. Significant experience of working within a confidential environment collecting, assessing and developing strategic and tactical intelligence.	E
6. Significant experience of risk assessing dynamic situations, reviewing sensitive information to make recommendations for suitable intervention opportunities, and relevant knowledge of the Regulation of Investigatory Powers Act (RIPA).	E
7. Experience of developing working relationships with different organisations / departments.	E
8. Good standard of hearing, if new to role will be subject to testing and re-testing.	E
9. Ability to interpret information accurately and make an accurate assessment which will support policing activity.	E
10. ICT Literate including proficient use of MS Office applications.	E
11. Must have capability to travel to different locations across the Force 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.	E