

Job Title: Regional Intelligence Indexer	
Job Evaluation Number	B835

JOB DESCRIPTION

Job Title: Regional Intelligence Indexer	Location: SEROCU or SERPIT (see job advert)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: SEROCU SPOE	Band level: 3F
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: support major investigations and assist with the development of intelligence, relating to regional serious and organised crime groups. Receive, assess, disseminate and prioritise information received from a number of sources. The post holder will prioritise, index, disseminate, review and process intelligence.

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. Index and process intelligence material (analyse, cross reference and identify links between information) efficiently and to the highest standard, having due regard to the national and local weeding and review policy, avoiding duplication, ensuring accuracy and highlighting discrepancies in support of operational activity.
2. Collate/disseminate information and intelligence to appropriate officers, departments and agencies. Make decisions to disseminate based upon content and practical experience, urgency and confidentiality.
3. Interrogate, retrieve and input data to and from computer systems in compliance with force policy and relevant legislation (e.g. Data protection) to provide research for the SEROCU Triage system and support Early Development Team investigations.
4. Prioritise intelligence documents (paper and computerised) based upon current priorities for the SEROCU (South East Regional Organised Crime Unit) / SE Region in accordance with the National Intelligence Model (NIM) to support SEROCU Strategies. To record and maintain secure data for internal and external use on to various systems.
5. Provide expert advice, guidance and on-the-job training to staff and officers on matters relating to the capability of the intelligence system and Altia case management system to assist others make best use of the intelligence available. This will include research / search methods, report submission and intelligence held.
6. File and store source documents, both paper and electronic versions, in a secure manner in line with force policy and enabling effective retrieval when required and provide Confidential administration support service to ensure the smooth running of the unit.
7. Produce NIM intelligence products (TTCG Tactical Assessment Document / 5X 5X5, weekly bulletin) to support ROCU priorities / SE Regional Emerging Trends.
8. Act as the single point of contact (SPOC) for National Crime Agency Flagging process, ensuring that flags are relinquished at the end of the operation and the NCA review process is complied with.

SERPIT (South East Regional Prison Intelligence Team) role:

9. In addition to accountabilities listed above the role holder will:

Job Title: Regional Intelligence Indexer	
Job Evaluation Number	B835

- Provide research for SERPIT and to support the SEROCU Triage system and Early Development Team investigations where necessary.
- Support the SEROCU / SE Region in accordance with the National Intelligence Model (NIM) to support SEROCU Strategies where necessary.

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:

The SEROCU currently leads, coordinates and supports a number of operations within the south east region. The ROCU's activity impacts across the whole of the SE region. This role is required to:

- maintain effective working relationships with internal staff and officers, plus the National Crime Agency, Police Forces and other Agencies.
- process high priority and sensitive intelligence on systems such as Niche
- approx average number of items processed per day - Emails 40, Intelligence logs 20, Indexing 40, linking 40, research for triage - 10
- Comply with MoPi, DPA, Rules and conventions for Niche, Altia, NIM.

SERPIT role: the role holder will undertake the requirements listed above but with a SERPIT focus

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 (essential or desirable):	E/D
1. Good Standard of education including excellent numeracy and literacy skills, or substantial role related experience.	E
2. Proven ability to recognise and manage sensitive information and maintaining discretion and confidentiality. Ability to work in a secure and confidential environment. *	E
3. Proven ability to demonstrate excellent interpersonal and communication skills at all levels. Articulate, methodical, conscientious and concise.	E
4. Demonstrate a high level of computer literacy and experience of using Microsoft Office applications.	E
5. Self-motivated and able use own initiative. Work effectively with minimum of supervision whilst remaining team focussed. Ability to work alone or as a team.	E
6. Proven ability to work under pressure/prioritise workload. Produce accurate work within set deadlines.	E
7. Ability to travel freely around the SE Region to attend meetings, training etc.	E
8. Knowledge of police systems and policing: current legislations, policies and procedures (e.g. Data protection Act, Human Rights Act,)	D
9. Experience of working in an intelligence / information field. Knowledge of the National Intelligence Model (NIM) and ACPO Guidance on the Management of Police Information (MOPI).	D

Additional comments: * The role requires the handling and interpretation of intelligence / information which may be of a personal and or sensitive nature therefore a high degree of integrity and trustworthiness is essential.