

Job Title: RIB Intelligence Administrator	
Job Evaluation Number	C085

JOB DESCRIPTION

Job Title: RIB Intelligence Support Officer.	Location: Near Junction 12, M4
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: RIB SPOE	Band level: 2E (TBC)
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: provide an efficient and effective administrative support service to the RIB (Regional Intelligence Bureau) in SEROCU (South East Regional Organised Crime Unit).

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. Research, compile and present information as required using Force information and intelligence systems. Disseminate information in the appropriate manner to relevant organisation, department and/or individuals, whilst maintaining the required confidentiality, sensitively and duty of care.
2. Review/triage and enhance intelligence reports received into the RIB by carrying out additional intelligence checks such as PNC, PND and Niche to fully understand any threat/risk posed by the report. Once complete disseminate to relevant parties to ensure any risk is managed quickly and effectively.
3. Collect and collate relevant performance information from the various elements that make up the RIB and report to the SLT to enable accountability around performance to take place.
4. Form working relationships and liaise with other Officers from outside SEROCU, external agencies and other professional bodies in order to minimise duplication, ensure their requests to the RIB are met to maximise intelligence opportunities.
5. Maintain and update computerised office systems and/or databases in accordance with departmental requirements and Force procedures.
6. Prepare correspondence on behalf of the RIB and manage subsequent circulation/transmission to ensure regional intelligence products are received by the right customers in a timely manner.
7. Organise and attend meetings to ensure accurate minutes are taken, circulated and actions are allocated and acted upon, including key intelligence meetings. Support intelligence meetings by compiling the documentation required for their effective delivery and through the production of PowerPoint presentations. Adjust and organise the timing and priority of work in order to ensure that information is made available at the right time for meetings
8. Carry out role of the RIB Single Point of Entry officer when required to ensure the smooth running of the RIB.
9. Maintain an awareness of regional intelligence requirements and emerging trends in the SE region. Effectively disseminate intelligence/information and identify opportunities for further intelligence development.
10. Support members of the RIB and SMT in making train/hotel/hire car bookings and ensure that RIB members have access to the necessary equipment to carry out their roles.

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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 required to ensure all information is handled in accordance with the Government Security Classification, operational security requirements and be correctly stored on IT systems.
The role holder must maintain effective working relationships with the National Crime Agency, Police Forces and other agencies.
The role holder will provide support to the RIB team to prepare documents/presentations, contacting contributors to request information, inserting information in presentation templates and proof reading documents prior to distribution.
Provide support to the RIB team to compile literature reviews. Contacting teams to obtain reports which are then read and indexed to identify information.
Contacting customers including Police teams, civilian staff, representatives from partner agencies at all levels of organisations by telephone and email to request information. Following up with customers regarding deadlines.
Provide support and advice to capability leads, SIOs and Head of Unit.

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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education or equivalent experience in administrative support.	E
2. Computer literate with knowledge of Microsoft Office applications; confident at intermediate level with an aptitude/willingness to learn new systems/technology.	E
3. Knowledge of and ability to perform clerical and administrative tasks gained through experience.	E
4. Effective written and verbal communication skills that can be used to develop, risk assess and distribute intelligence reports.	E
5. Excellent customer service skills, with a polite and professional manner.	E
6. Able to deal with more complex techniques in Microsoft applications in order to solve problems with limited assistance.	E
7. Proven ability to demonstrate high levels of personal organisational used to collate and prepare data for scrutiny.	E
8. Knowledge of relevant Police procedures/structures	E
9. Proven commitment to continual professional development.	E
10. Experience or knowledge of intelligence, its application and management.	D
11. Experience or understanding of investigating Serious Organised Crime	D