

Job Title: Intelligence Development Officer (Generic)	
Job Evaluation Number	A440

## JOB DESCRIPTION

<b>Job Title:</b> Intelligence Development Officer (Generic)	<b>Location:</b> Various (See job advert)
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Detective Sergeant (dependent on role) / Office Manager FIB	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** support the Strategic & Tactical Assessments by identifying significant crime themes at Level 2 and/or 3 for the Thames Valley Police Area.

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. Organise the development of 'Intelligence Packages' relating to Level 2 crime in order to provide an actionable product to Investigating Officers.
2. Attend meetings, conferences, relevant to role as required to share best practice and intelligence and the protection of harm in regard to nominated crime theme(s).
3. Regularly interrogate Crime & Intelligence Systems and Area assessments, in order to identify crimes, under the post holders responsibility, which require Level 2 input or intervention.
4. Liaise with Police Areas to ensure that sufficient, accurate data is available to compile the Thames Valley Strategic Intelligence Requirement (SIR), for the post holder's nominated Crime theme(s).
5. Undertake presentations on Intelligence, crime trends and workings of relevant OCU as required.
6. Promote liaison with Police Areas / OCU generally and to act as a specific point of contact with nominated Areas / OCU acting as a conduit for information and best practice.
7. Promote liaison with Forces / partner agencies bordering Thames Valley generally and to act as a specific point of contact with nominated Forces acting as a conduit for information and best practice.
8. Guide Researchers and task Analysts in order to produce complete and professional intelligence packages which reflect all aspects of relevant legislation.
9. Facilitate the timely collection and dissemination of intelligence.
10. Identify and develop innovative procedures for improving our overall performance.
11. Be proactive in the production of the Strategic & Tactical Assessments as required by the National Intelligence Model.

**Additional comments** – each incumbent will be responsible for one 'crime theme' as indicated in points 2 and 4.

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

Job Title: Intelligence Development Officer (Generic)	
Job Evaluation Number	A440

**Further Comments:**

The role of the Intelligence Development Officer plays a significant role in researching and developing Intelligence opportunities around various crime themes. The role holder will liaise with key stakeholders and internal departments who investigate crimes of varying nature. The individual crime themes/desks covered by Intelligence Development Officers within the FIB are Burglary, Commercial Crime/Fraud, Child Sexual Exploitation, Modern Slavery, County Line, drugs and Firearms and Roads Policing.

**Roads Policing IDO:** The Roads Policing IDO will research and develop information/ intelligence in support of Operational Policing. The role holder will develop intelligence in order to produce target packages to support the casualty reduction strategy, target Level 2 criminals who are using the road networks and manage ANPR hotlists.

**CSE IDO:** The Complex CSE Investigation team IDO will have specific responsibility to support complex, often historical investigations into child sexual exploitation across the Force. The role holder will develop information / intelligence in order to target suspects and inform the management of risk to survivors of abuse.

**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>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Good standard of education with minimum of GSCE grades A-C (or equivalent) including English or other relevant qualifications.	E
2. Computer literate with proven working knowledge of MS Office applications and knowledge of TVP systems. Will need good analytical and problem solving skills in order to guide researchers and task analysts and to use information provided to produce professional intelligence packages. [Essential to quickly gain the knowledge of the National Intelligence Systems & Policy when in post]. <b>(training given)</b> .	E
3. Excellent and proven communication skills in order to undertake presentations on Intelligence, Crime Trends and the Force Intelligence Bureau, as required. The ability to communicate with all levels on a regular basis with good use of diplomacy when instructing senior officers on completion of their intelligence reports.	E
4. Proven ability to maintain high levels of accuracy whilst working under minimum supervision and on own initiative.	E
5. High levels of integrity and the proven ability to handle confidential information.	E
6. Proven ability to remain emotionally resilient when faced with distressing scenarios. *	E
7. Willingness to undertake or currently HOLMES research trained <b>(IDO – CSE Only)</b>	E
8. Comprehensive knowledge of criminal law would be advantageous, or the ability to gain this knowledge quickly when in post.	D
9. Good knowledge of legislation impacting on intelligence collection / development.	D
10. Investigative and intelligence experience of the higher levels of Criminality is advantageous.	D

**Additional comments:** \*be subject to psychological screening.