

Job Title: CTBPS Intelligence Researcher	
Job Evaluation Number	C310

JOB DESCRIPTION

Job Title: CTBPS Intelligence Researcher	Location: CTBPS
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: CTBPS Analyst or CTBPS Senior Analyst	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: carry out varied research techniques to identify and collate relevant information and intelligence in collaboration with partners; to inform analysis and research products directing operational activity, intelligence development and investigation in line with CTBP strategic priorities and threats.

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. Interrogate, retrieve and input data to and from computer systems in compliance with CTBP policy and relevant legislation (e.g. Data Protection Act). Use available open and closed source systems to develop information and intelligence relating to threat and risk. Prepare intelligence products in respect of the same.
2. Ensure that relevant intelligence is communicated at intelligence meetings, operational briefings and interagency meetings based on CTBP priorities to ensure threats, risk and harm are identified. Produce, maintain and update intelligence briefings for CTBP and ensure effective dissemination both internally and externally as required.
3. Research, collate and evaluate information and intelligence to identify individuals, commodities or vessels of interest to national security concern, and ensure that police resources are tasked appropriately.
4. Receive and triage requests, information and intelligence coming in to the unit. Evaluate and distribute intelligence in accordance with requirements of the Management of Police Information guidance and any Memoranda of Understanding and Information Sharing Agreements, and the dissemination of that data.
5. Pursue and Maintain productive working relationships with internal and external partner agencies to ensure the appropriate sharing of information.
6. Establish suitable parameters for research that enable a timely and well-structured research product. To propose prioritisation and support time critical decision making by providing a comprehensive research product.
7. Maintain professional knowledge and expertise in line with current best practice, giving full support and guidance to law enforcement colleagues in relation to CTBP research, targeting and analysis.
8. Provide support to spontaneous, critical and major incidents or events. This can also include providing support to other CTBP teams or the wider policing network and may include working outside your standard contracted hours and/or away from your usual base of work at short notice. Working to an evidential standard where required may also be required.

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 is a vital role to ensure CTBP identify and mitigate threats and opportunities at the UK border. Post holders will need to be able to identify and act upon risk harm and threat issues relating to a wide variety of national security threats.
This is a collaborative role that requires strong working relationships with colleagues within the CT network and partner agencies.
Researchers will be providing products to officers and staff in an operational environment and are expected to maintain an awareness of operational pressures and vary their prioritisation of tasks in line with threat and risk.

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 have substantial role related experience.	E
2. Demonstrate exemplary interpersonal communication skills: including verbal and written skills. Articulate, methodical, conscientious and concise.	E
3. Demonstrate high level of computer literacy and experience of using Microsoft Office applications.	E
4. Proven research skills – ability to problem solve.	E
5. Self-motivated and able to use own initiative. Work effectively with minimum of supervision whilst remaining team focused. Ability to work alone or as a team.	E
6. Proven ability to work under pressure and prioritise workloads. Provide accurate work within set deadlines.	E
7. Recent experience of recognising sensitive information and maintain discretion and confidentiality. Ability to work in a secure and confidential environment.	E
9. Proven commitment to Continuous Professional Development (CPD).	E
10. Knowledge of the security risk from social media & emerging technologies as well as methods to exploit social media intelligence and open source.	D

Additional comments: CTBPS Researchers will be expected to travel nationally as part of their role and complete the Intelligence Professional Programme (IPP) commensurate with their role profile.