JOB DESCRIPTION

Job Title: Regional Intelligence Indexer	**Location:** South East Regional Organised Crime Unit (SEROCU)
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:	% time
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.	30
2. Collate and disseminate information and intelligence to appropriate officers, departments and agencies. To make decisions to disseminate based upon content and practical experience, urgency and confidentiality.	25
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.	20
4. Prioritise intelligence documents (paper and computerised) based upon current priorities for the SEROCU / 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
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.	5
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.	5

7. Produce NIM intelligence products (TTCG Tactical Assessment Document / 5X 5X5, weekly bulletin) to support ROCU priorities / SE Regional Emerging Trends.	5
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.	5

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.

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:	*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 and 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 (eg	D

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Data protection Act, Human Rights Act,)	
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:
Must have:
- Successful candidates will undergo an enhanced level of vetting.
- 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.

Problem Solving: All role holders are confronted regularly with problems, they are presented be sorted out.

The problems that have to be dealt with in carrying out this role include:

1. Addressing issues of poor quality with received documentation, in person, via the telephone or in writing.

2. When receiving and disseminating intelligence, ensuring that the evaluation and handling codes for the intelligence is correct, in accordance with the ACPO Guidance on the Management of Police Information.

3. Prioritising the competing demands between the provision of the dissemination of information, processing of high priority intelligence and the increasing expectations internal staff and external agencies.

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

The role involves the following planning activities:

1. The nature of the work is unpredictable, requiring prioritisation of intelligence and the dissemination of information being received into the SEROCU.

Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. Awareness of the Government Protected Marking Scheme (GPMS) and to handle sensitive information relating to the SEROCU.

2. The role holder has the ability to use their own judgement as to the handling path of information received into the Triage system, i.e. can it be processed with no further action, does it require further research, can / should it be disseminated, does it require bringing to the attention of a line manager.

3. The production of documentation for internal purposes.

Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:
1. Liaising with police officers and staff, partner agencies, forces both regionally and nationally to gather and develop intelligence and to build relationships.
2. Liaising and supporting officers, staff and supervisors regarding quality and escalation of intelligence and use of intelligence and case management systems.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:
1. Providing advice to both officers and police staff (in writing, on the telephone and in person) on intelligence submission, content and quality.
2. The ability to present intelligence products to various audiences (mainly internal).

Signed……………………………………………..   Dated…………………………………………………………….

Print Name…………………………………………………………