Job Title: Force Intelligence Reader	
Job Evaluation Number	B417

JOB DESCRIPTION

Job Title: Force Intelligence Reader	**Location:** Various
Job Family: Operational Support	**Role Profile Title:** BB3 Police Staff
Reports To: Reader Supervisor	**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: Provide continuity and support to the Force Intelligence Hub by receiving, evaluating, collating, creating, recording and disseminating information and intelligence relating to threat, risk and harm, crime and other community concerns.

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. Receive intelligence reports both in hard copy format, through Informants, via Niche and other computer databases as well as outside partners / agencies. Research using police databases and open source techniques, amend, risk assess and quality assure the reports to allow the correct assessment of intelligence value and threat, risk and harm. Make recommendations/ decisions regarding its storage and dissemination in accordance with the data Protection Act (DPA), Human Rights Act (HRA) and Criminal Procedures Investigation Act (CPIA). Ensure compliance with the National Codes of Practice for the minimum standards of Intelligence Handling.
2. Create intelligence reports for the Transfer of information from Confidential Charter to Niche, various police and government forms, outside agencies reports and other confidential databases to allow the correct assessment of intelligence value and threat, risk and harm.
3. Ensure accurate and timely data entry of MISS 100s to the Stop & Search Monitoring Database ensuring data quality / policies adhered to by supervisors' review of forms.
4. Act as the 'gatekeeper' for intelligence to ensure data quality and adherence to the Data Protection Act 2003. Poor quality reports to be returned to authors for clarification or rejected if they have no / low grade intelligence and to flag up issues relating to poor data quality, duplication and trends that have a negative or positive impact to the Niche Data Quality Team.
5. Act as a 'firewall' for more sensitive reports received from internal and external agencies to ensure the protection of the source and correct management of any threat, risk and harm mentioned within the report.
6. Act as centre of excellence for 'Best Practice' in respect of intelligence handling and provide advice and guidance as appropriate to assist officers and police staff (to include training presentations to varied police audiences).
7. Conduct reviews of stored intelligence in order to make decisions as to its retention / destruction in line with MOPI and to take part in relevant departmental meetings.
8. Develop and maintain an understanding of NIM and MOPI and their roles within them to ensure compliance with the required standards.

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:
Volume. There are seasonal variations to the workload of the team. In Berkshire the approximate annual workload is: - Processing of intelligence reports: 33,000 - Creation of intelligence reports: 5,000 - Recording of MISS 100s on Stop & Search Monitoring Database: 9,000
The post holder will be expected to work with the highest integrity and will handle information marked under the Government Protective Marking Scheme as Confidential and Restricted. This is the key aspect of the role as any inappropriate disclosure could potentially cause risk of serious harm / death to the source. A high degree of integrity, discretion and trustworthiness is essential. The prioritisation and management of submitted reports to ensure those of high risk are prioritised is crucial to ensuring that the organisation and law enforcement partners respond appropriately to such intelligence to prevent harm coming to anyone or property mentioned within the intelligence. The role holder will work with complete autonomy within policies including National Intelligence Model, Data Protection Act and Force Policies and use their own judgement as to the handling path of the received intelligence. Liaises with officers / supervisors and senior management regarding flow of intelligence and to make recommendations as required. Requires the ability to present intelligence products to the target audience clearly and concisely.

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. IT literate - good knowledge of Microsoft Word & Outlook and the ability to learn new systems.	E
2. Methodical and accurate - the ability to produce a large volume of work to meet exacting standards of accuracy and adherence to guidelines.	E
3. High level of integrity and the proven ability to handle confidential information.	E
4. Motivation – self motivated and able to use initiative / discretion with minimal supervision.	E
5. Research & analysis – ability to carry out research on internal / external systems and arrive at a functional analysis of the facts.	E
6. Written / verbal communication – excellent written expression with the ability to communicate clearly both verbally and in writing.	E
7. Travel - willingness and ability to attend off site training and meetings / briefings as required.	E
8. Knowledge of Force systems – NICHE RMS, Police National Computer, Command & Control and open source research techniques and experience of working with databases.	D