JOB DESCRIPTION

Job Title: Criminal Researcher	**Location:** Force Intelligence Bureau, HQ North
Job Family: Business Support	**Role Profile Title:** BB3 Police Staff
Reports To: Sergeant – FIB	**Band level:** 3F
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: Provide a National Intelligence Model (NIM) Level 2 research capability for the Force Intelligence Bureau (FIB), to LPAs, Crime Support, other agencies and law enforcement bodies; collate and disseminate intelligence in support of operations; identify BCU/Force crime patterns, trends and offender profiles.

b. **KEY ACCOUNTABILITY AREAS**: Defines 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 force policy and relevant legislation (e.g. Data Protection Act) to provide a research capability for the FIB. Oversee / manage the circulation and cancellation of individual' arrest warrant details to ensure partner agencies across the Criminal Justice system are informed / updated.

2. As the Single Point of Contact (SPOC) for TVP, request the interrogation and retrieval of data from external agencies; including HMCTS, the CPS, YOT and Probation services to ensure consistency and accuracy of respective warrant processes in accordance with documented Memoranda of Understanding, Information Sharing Agreements. Disseminate data across TVP to develop and enhance intelligence in relation to the review and/or withdrawal of respective warrants.

3. Research, collate and evaluate information and intelligence to identify crime patterns, trends and hotspots, in order that police resources can be tasked appropriately.

4. Evaluate and distribute intelligence in accordance with the requirements of the Management of Police Information guidance, to support police activity and operations.

5. Prepare NIM intelligence products (target profiles and subject records) to support police activity towards organised crime groups.

6. Participate in crime series meetings, including cross-border, and briefings to support and assist intelligence development and police activity.

7. Identify serious offences requiring higher level research techniques (e.g. the Serious Crime and Analysis Section – deals with serious crimes with a sexual motive), and ensure the delivery of information within national time limits as required by Code of Practice.

8. Provide information to FIB Analysts to support the production of the force Strategic Assessment and Assessment Review by assessing data.

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:
As the SPOC for TVP, provides research capability for police officers and police staff throughout TVP, and external law enforcement and other agencies.
Wide range of customers, internal to TVP and external, as documented in the attached chart.

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 a 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
8. Ability to travel freely around the Force area to attend meetings, etc.	E
9. Knowledge of police systems and policing; current legislation, policies and procedures (e.g. Data Protection Act, Human Rights Act).	D
10. 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